AA-DC66A-TE

OFFICE MENU

User's Reference, Volume 2

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Preface

Product Name: ALL-IN-1 OFFICE MENU

Version: 2.0

Purpose of This Book

This book explains in detail all the functions and applications available on the ALL-IN-1 computer system. It will help you gain the maximum benefit from your computer system to better manage your time and work load.

This book is a reference document for using the ALL-IN-1 applications. You do not need to read the entire book to obtain the information you require to use specific ALL-IN-1 applications. You can refer only to those chapters that are of interest to you and that pertain to the ALL-IN-1 applications you use. You should read the ALL-IN-1 System Overview and ALL-IN-1 System Concepts chapters, which provide a general discussion of the ALL-IN-1 system and of ALL-IN-1 system-wide features and functions. If your organization is using a customized version of ALL-IN-1, see your system manager for any additional relevant documentation.

Intended Audience

This document is intended for users familiar with the ALL-IN-1 system basics. If you are a new user, review the *ALL-IN-1 Getting Started Guide* and the Computer Based Instruction (CBI) courses before using this book.

Getting Help

If you make a mistake or forget how to complete a task, you can quickly get help from the following sources:

- On-line Help available by pressing Gold H
- Help by entering HELP on a menu
- Computer Based Instruction (CBI) lessons available by entering the Training (TR) option on most ALL-IN-1 menus
- Gold L or Gold S in form fields
- The glossary in this book

Related Documents

The following documents are part of the ALL-IN-1 Office Menu Documentation Set:

ALL-IN-1 Office Menu User's Reference, Volume 1

ALL-IN-1 Office Menu User's Reference, Volume 2

ALL-IN-1 Office Menu Getting Started Guide

ALL-IN-1 Office Menu Keypad Cards

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 1: Flow Control

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 2: Functions

ALL-IN-1 Office Menu Application Programmer's Reference, Volume 3: Applications

ALL-IN-1 Office Menu Programmer's Mini-Reference

ALL-IN-1 Office Menu Installation Guide

ALL-IN-1 Office Menu System Manager's Guide

The following documents were used as references for this book. You may find them helpful for more specific information.

DIGITAL Standard Runoff (DSR) User's Guide

EDT Editor Manual

Introduction to VAX DATATRIEVE

VAX DATATRIEVE Reference Manual

VAX DATATRIEVE User's Guide

VAX DATATRIEVE Guide to Using Graphics

VAX/VMS Command Language User's Guide

VAX/VMS Guide to Using Command Procedures

VAX/VMS Primer

VAX/VMS System Management and Operations Guide

VT100 User Guide

Document Conventions

The following conventions are used throughout this document:

`Dot Matrix`	Indicates prompts and messages from the computer.
Red Print	Indicates entries you make at the terminal.
CTRL/X	Indicates that you hold down the CTRL key while you press X.
. . .	Indicates that the example contains more information than is shown.
Gold X	Indicates that you press the Gold key and then the X key. For example, press Gold A for the Additional Options function.
Press	Indicates that you invoke a single keyboard command. For example, press the EXIT SCREEN key to return to the previous menu.
Enter	Indicates information you put into a field on a menu or form. For example, enter the folder name in the Folder field.
Type	Indicates information you put into a document, program module, or mail message. For example, type the document text, then press Gold F to save it.
UPPERCASE	Indicates keyboard keys and Gold functions.

20

Document Transfer

The Document Transfer Subsystem lets you transfer documents between a DECmate and the ALL-IN-1 File Cabinet and between a VMS directory and the ALL-IN-1 File Cabinet.

The Document Transfer Subsystem offers you the advantages of:

- Storing large documents on the host system where you have more storage space.
- Document protection through the password security and file protection systems on the host system, which limit who can access your documents.
- Sharing documents in your ALL-IN-1 File Cabinet with other users on the host system.
- Storing information on diskettes, then transferring that information to the host system when needed for use in special applications to generate reports or update a data base.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Document Transfer Subsystem

The Document Transfer (DT) option is available from the Word and Document Processing menu and the Communications menu, where it appears as an option, and from the Main Menu and any subsystem menu.

To access the Document Transfer Subsystem:

Enter DT.

ALL-IN-1 displays the Document Transfer Menu. Table 20-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 20-1 Document Transfer Menu Options

Use		To
SEL	Select	Make the specified document the current document.
RD	Receive a Document from DECmate	Transfer a document from a DECmate diskette to your ALL-IN-1 File Cabinet.
SD	Send a Document to DECmate	Transfer a document from your ALL-IN-1 File Cabinet to a DECmate diskette.
RV	Receive a Document from VMS	Copy information from a file in your VMS directory to a document in your ALL-IN-1 File Cabinet.
SV	Send a Document to VMS	Copy a document in your ALL-IN-1 File Cabinet to a file in your VMS directory.

NOTE: You must log in to ALL-IN-1 from your DECmate system to use the Document Transfer Menu RD and SD options.

Selecting a Document

The Select (SEL) option lets you choose the document you want to transfer. This option is available from the Document Transfer Menu, where it appears as an option.

To select a document:

1 Enter SEL.

2 Enter the folder that contains the document.

3 Enter the title or number of the document.

ALL-IN-1 displays the Selecting Current Document form. Enter the name of the folder that contains the document you want to transfer. Enter the title or number of the document you want to transfer. When you press RETURN,

ALL-IN-1 returns you to the Document Transfer Menu and displays the folder name, document title, and document number of the selected document in the Current Document Block.

Transferring a Document Between ALL-IN-1 and DECmate

The ALL-IN-1 Receive a Document from DECmate and Send a Document to DECmate options let you transfer documents between your DECmate and your ALL-IN-1 File Cabinet (see Figure 20-1).

NOTE: Your DECmate must be a DECmate II or DECmate III running WPS V2.0 or later with the Communications option active and EASYCOM installed.

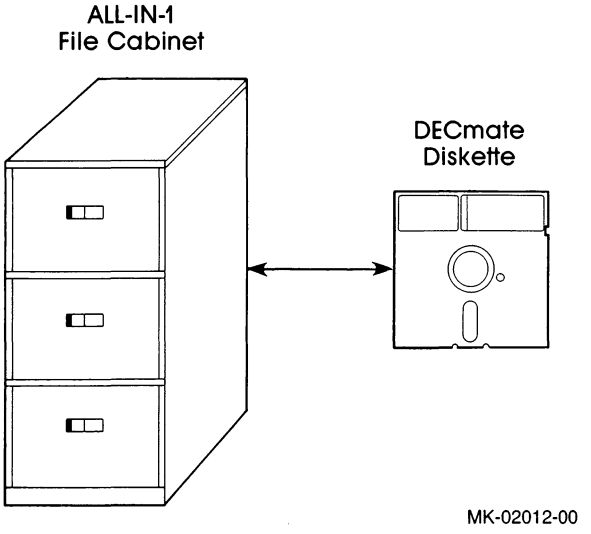


Figure 20-1 Document Transfer Between ALL-IN-1 and DECmate

Receiving a Document from DECmate

The Receive a Document from DECmate (RD) option lets you transfer a document directly from your DECmate to your ALL-IN-1 File Cabinet. This option is available from the Document Transfer Menu, where it appears as an option.

Use this transfer function to back up important documents currently on diskettes. ALL-IN-1 copies the DECmate document to a document in your File Cabinet and files it in the folder you specify on the Creating from DECmate form. At the end of this procedure, you have a copy of the document on the DECmate diskette and in the ALL-IN-1 File Cabinet.

To transfer a document from your DECmate:

1. Enter RD.
2. Enter the name or number of the document you want to transfer from your DECmate.
3. Enter the number of the drive containing the diskette that stores your DECmate document.
4. Enter your DECmate AX BP password, if you have password protected the AX option of your DECmate.
5. Enter the ALL-IN-1 File Cabinet folder name where you want to store the document.
6. Enter a title for the document.
7. Enter keywords for the document, if you want.
8. Press RETURN to transfer the document.

   OR

   Press TAB, or Gold A, if you want to enter additional header information for the document.

   Enter a format for the document in the Handling field.

ALL-IN-1 displays the Receive from DECmate form. Enter the DECmate name or number of the document you want to transfer from your DECmate to your ALL-IN-1 File Cabinet. Enter the number of the drive containing the diskette where you store that document. Enter your DECmate AX BP

password, if you have password protected the AX option of your DECmate. Refer to your DECmate documentation for information on the AX BP password.

When you press RETURN, ALL-IN-1 displays the Creating from DECmate form. Enter an ALL-IN-1 File Cabinet folder name. Enter a title for the document. Enter keywords for the document, if you want. Press RETURN to transfer the document from your DECmate to your ALL-IN-1 File Cabinet, or press TAB, or Gold A, if you want to enter additional header information for the document.

If you press TAB or Gold A, ALL-IN-1 displays the Additional Fields for Create and Template Document forms. Enter a different author for the document, if you want. Enter a format for the document in the Handling field.

If you specify a template document, the incoming document will overwrite it.

NOTE: If the DECmate document you transfer to your ALL-IN-1 File Cabinet contains special attributes, such as bolding, subscripting, and ruler settings, you must specify WPSPLUS in the Handling field on the Additional Fields for Create form to keep these attributes.

When you press RETURN, ALL-IN-1 creates the folder, if it does not exist, and passes the necessary commands to the DECmate to transfer the document. The DECmate Document Transfer menu displays during the transfer. Figure 20-2 illustrates the DECmate Document Transfer menu as it first displays. The Status field updates to let you know what happens during the transfer. Refer to your DECmate documentation for more information on Document Transfer.

When the transfer completes, the ALL-IN-1 Document Transfer Menu displays. ALL-IN-1 converts the DECmate document from WPS8 format to your default document format or to the format you specified in the Handling field on the Additional Fields for Create form. Then, ALL-IN-1 displays the folder name, document title, and document number of the transferred document in the Current Document Block.

NOTE: You can transfer only one document at a time to your ALL-IN-1 File Cabinet. To transfer another document from DECmate, you must follow the procedure again.

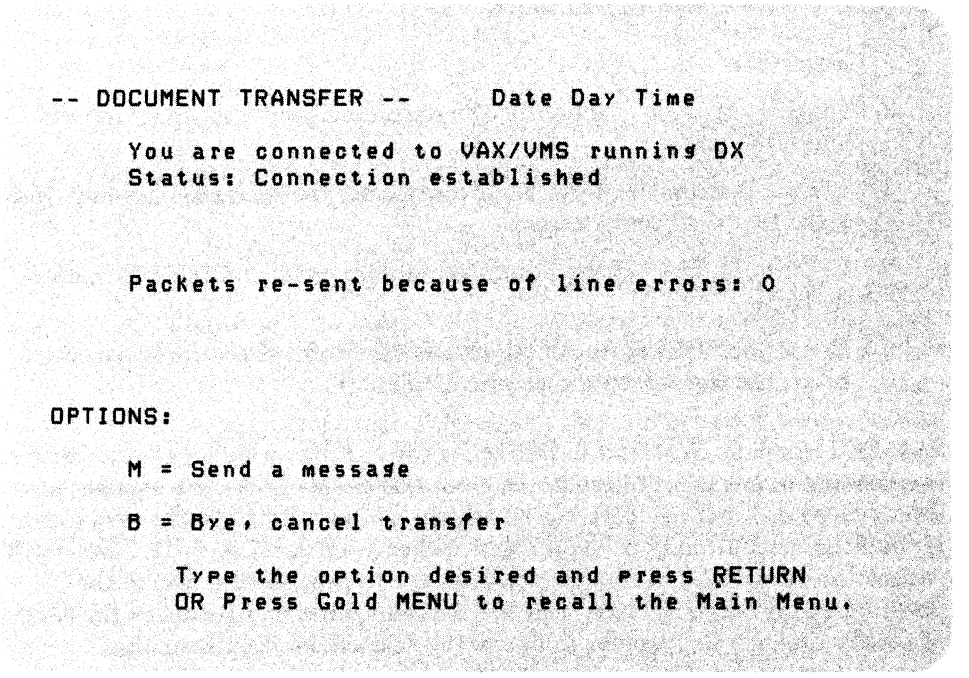

-- DOCUMENT TRANSFER -- Date Day Time
You are connected to VAX/VMS running DX
Status: Connection established
Packets re-sent because of line errors: 0
OPTIONS:
M = Send a message
B = Bye, cancel transfer
Type the option desired and press RETURN
OR Press Gold MENU to recall the Main Menu.

Figure 20-2 DECmate Document Tranfer Menu

Sending an ALL-IN-1 Document to a DECmate

The Send a Document to DECmate (SD) option lets you transfer a document directly from your ALL-IN-1 File Cabinet to a DECmate diskette. This option is available from the Document Transfer Menu, where it appears as an option. Use the Select option to choose the document you want to transfer.

Transferring documents to a DECmate system lets you work with them off-line. The original document remains in your ALL-IN-1 File Cabinet.

To transfer a document to DECmate:

1 Enter SD.

2 Enter a name or number for the document you want to create on your DECmate.

3 Enter the number of the drive containing the diskette on which you want to store the document.

4 Enter T, B, or O, if the document already exists on the DECmate diskette.

5 Enter your DECmate AX SP or BP password, if you have password protected the AX option of your DECmate.

ALL-IN-1 displays the Send to DECmate form. Enter a name or number for the document you want to create on your DECmate. Enter the number of the drive containing the diskette on which you want to store the document. If the document already exists on that diskette, enter T, B, or O. Entering T causes the text of the document you transfer to precede the text of the document that currently exists on the diskette. Entering B causes the text of the document you transfer to follow the text of the document that currently exists on the diskette. Entering O causes the text of the document you transfer to overwrite the text of the document that currently exists on the diskette. Enter your DECmate AX SP or BP password, if you have password protected the AX option of your DECmate. Refer to your DECmate documentation for information on the AX SP and BP passwords.

When you press RETURN, ALL-IN-1 sends the necessary commands to your DECmate to transfer the document. The DECmate Document Transfer menu displays during the transfer (see Figure 20-2). The Status field on the DECmate Document Transfer menu updates during the transfer to let you know what happens. When the transfer completes, the ALL-IN-1 Document Transfer Menu displays.

NOTE: You can transfer only one document at a time to your DECmate. To transfer another document from the File Cabinet, use the Select option on the ALL-IN-1 Document Transfer Menu to choose the document to transfer, and follow the procedure again.

Document Transfer Between ALL-IN-1 and VMS

A VAX/VMS system uses mass storage devices, such as disks, to store large amounts of information for many users. Each unit of information is a file. A file stored on the host is much like a document on a diskette. Files on the host are listed in a directory. You can have several directories or subdirectories.

The Receive a Document from VMS (RV) and Send a Document to VMS (SV) options on the ALL-IN-1 Document Transfer Menu let you transfer documents directly between your ALL-IN-1 File Cabinet and any directory or subdirectory on your VAX/VMS computer system (see Figure 20-3).

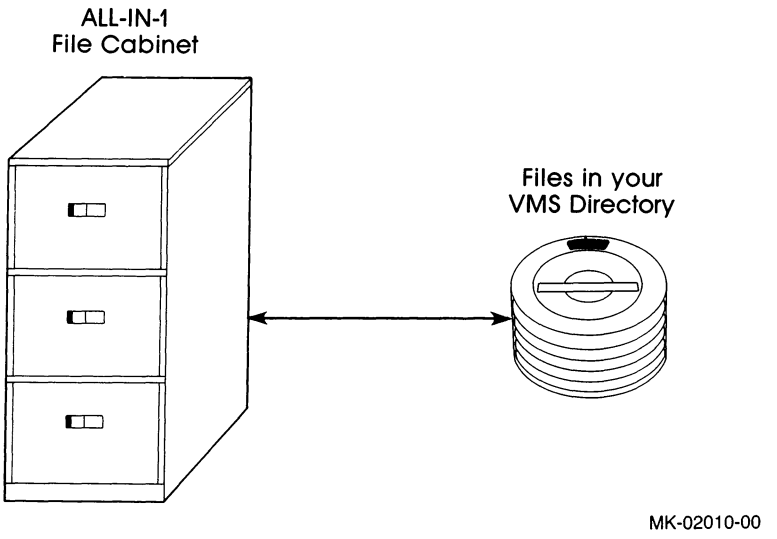


Figure 20-3 Copying Documents Between ALL-IN-1 and a VMS File

If you want to see what files are in your ALL-IN-1 VMS directory, use the Index of Directory option on the VMS File Maintenance menu. Refer to the Programming Functions chapter in this book for information on the VMS File Maintenance Subsystem.

If you have DCL privilege, you can see what files are in your ALL-IN-1 VMS directory by doing the following:

1 Hold down the SHIFT key.

2 Press $.

3 Press RETURN.

4 Enter DIRE at the VMS prompt ($) to display your directory.

5 Press RETURN at the VMS prompt to return to ALL-IN-1.

A listing of the files in your ALL-IN-1 VMS directory scrolls on the screen. If you want to stop the scrolling, press the NO SCROLL key, if you have a VT100 keyboard, or the HOLD SCREEN key, if you have an LK201 keyboard.

When you press RETURN to return to ALL-IN-1, you return to the menu from which you left ALL-IN-1.

NOTE: Do not press CTRL/Y at any time. CTRL/Y terminates ALL-IN-1 and may log you off the system.

Hint:

- For information on file and directory specifications, see your VAX/VMS documentation.

Transferring a File to the ALL-IN-1 File Cabinet

The Receive a Document from VMS (RV) option lets you transfer a file from your VAX/VMS directory to your ALL-IN-1 File Cabinet. This option is available from the Document Transfer Menu, where it appears as an option.

To transfer a VMS file to your File Cabinet:

1 Enter RV.

2 Enter the name of the VMS file you want to transfer.

3 Enter a title for the document.

4 Enter keywords, if you want.

5 Press Gold A if you want to enter more header information or use a template document.

Enter the additional header information.

Enter the information to use a template document.

ALL-IN-1 displays the Receive a Document from VMS form. Enter the name of the VMS file you want to transfer to your File Cabinet. When you press RETURN, ALL-IN-1 displays the Creating From VMS File form. The Folder field contains the name of the current folder. If you want to place the file in a different folder, press BACKSPACE to get to the Folder field. Then, press DELETE FIELD, and enter a folder name. Enter a title for the document. Enter keywords, if you want. Press Gold A, if you want to change the information in the Author field, enter a handling format, or use a template document. If you specify a template document, ALL-IN-1 merges it with the file from VMS.

When you press RETURN, ALL-IN-1 creates the folder, if it does not exist, creates the document in the folder, returns you to the Document Transfer Menu, and displays the folder name, document title, and document number in the Current Document Block.

Hints:

- To list the files in your default ALL-IN-1 VMS directory, press Gold L.
- The VMS file name should follow this syntax:

  [directory]filename.ext

  Refer to your VAX/VMS documentation for more information.

Transferring an ALL-IN-1 Document to a VMS File

The Send a Document to VMS (SV) option lets you copy a document in your ALL-IN-1 File Cabinet to a file in a VMS directory. This option is available from the Document Transfer Menu, where it appears as an option. Use the Select option to choose the document you want to transfer.

To transfer a document to a file in a VMS directory:

1 Enter SV.

2 Enter a VMS file specification.

ALL-IN-1 displays the Send a Document to VMS form. Enter a VMS file specification for the file you want to create. You can include a full VMS directory specification. Refer to your VAX/VMS documentation for information on VMS file naming conventions.

When you press RETURN, ALL-IN-1 creates the file in the directory you specify. If you do not specify a directory, ALL-IN-1 creates the file in your ALL-IN-1 default directory.

If you send two documents to the same file, VMS simply increases the file version number by one. You will have to identify the documents by version number because you have two different documents with the same VMS file name.

Hint:

- The VMS file specification should follow this syntax:

  [directory]filename.ext

  Refer to your VAX/VMS documentation for more information.

21

Communications Control

The Communications Control Subsystem lets you connect to and use computer systems other than the VAX/VMS that is running ALL-IN-1. It provides a link between VAX/VMS and computer systems that do not have a DECnet link.

If you want to use Communications Control, it is recommended that you have some experience with the computer systems you want to connect to and that you are familiar with communications options on other systems.

You can use Communications Control to:

- Access data on other computer systems within your company.
- Access external computer systems running public data bases and retrieve information from them.
- Send and receive documents to and from other computer systems.

Communications Control Basic Concepts

Communications Control works by transmitting and receiving ASCII characters, like the CX option on DECmate or DECword.

You can use Communications Control in the following ways:

- Terminal Emulation Mode

  You connect to another computer system and then use that computer system as though you were on a terminal connected directly to it (local terminal). When you are connected to another computer system in this way, it is called Terminal Emulation Mode.

- Control Documents

  You can automate nearly everything you are able to do under terminal emulation by using Control Documents. Control Documents are ALL-IN-1 documents that contain a set of special commands. Each command instructs Communications Control to carry out a particular task. For example, there is a Control Document command for sending one or more words of text to a computer system, and a command for waiting for a response.

  You could have a Control Document that connects to a data base, retrieves data you specify, stores this data in an ALL-IN-1 document, and then disconnects from the data base.

  Either you, or someone in your organization, writes the Control Documents you require. Then, when you need to carry out the task a Control document automates, you simply process the Control Document.

  Refer to the section Control Documents, at the end of this chapter, for details on writing Control Documents. Refer to the section Processing a Control Document in this chapter for details on how to process a Control Document.

Hardware Concepts

This section outlines the hardware concepts involved with using Communications Control. This information could be useful to you when you use Communications Control.

Your system manager defines, within ALL-IN-1, the computer systems you can connect to and the lines used to make these connections. Ask your system manager to do this before you use Communications Control.

If you are connecting to a computer system within the same building or nearby, the connection can be made with a cable. This is called a hardwired connection (see Figure 21-1).

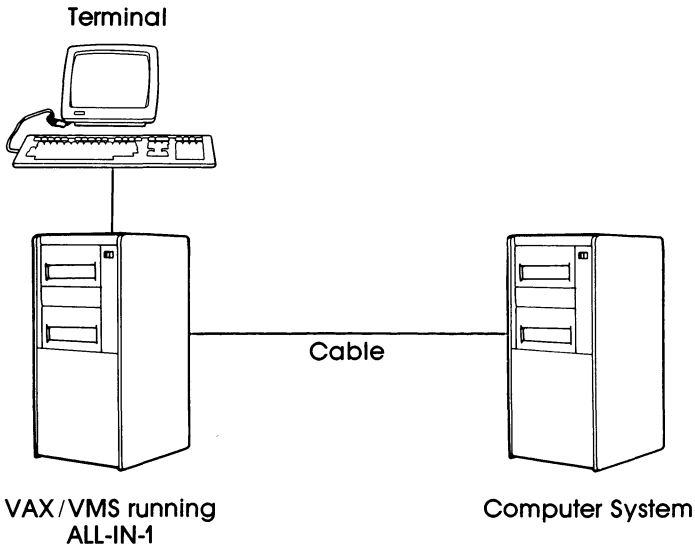


Figure 21-1 Hardwired Connection

If the computer system is some distance away, the connection can be made with telephone lines and modems (see Figure 21-2).

Modems:

- Convert data sent by Communications Control into a form suitable for transmission over the telephone lines.
- Convert data received over the telephone lines into a form that Communications Control can interpret.

There are two main types of modem: autodial and manual dial. Autodial modems automatically dial the computer system phone number for you and make the connection. An autodial modem is usually situated in the computer room. If you are using a manual dial modem, you have to dial the number yourself. A manual dial modem is usually situated on the same desk as the terminal it is used with. See the section Connecting to a Computer System, in this chapter.

When using a modem to make a connection to a computer system, the equipment is connected as shown in Figure 21-2. The need for a telephone handset depends on the modem.

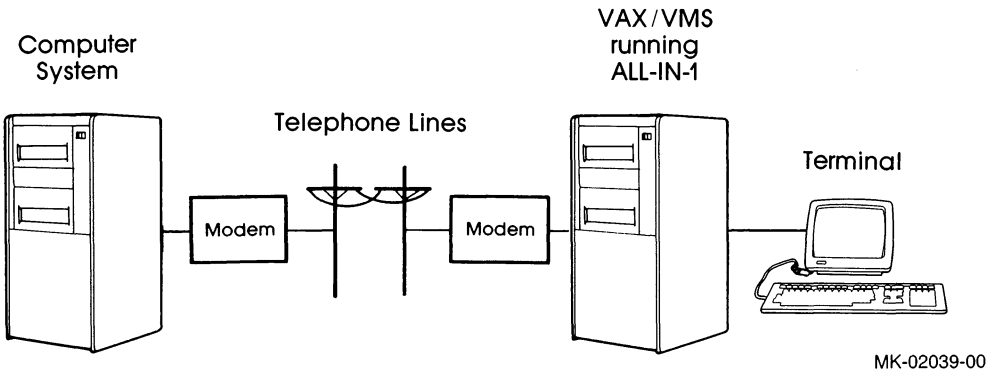


Figure 21-2 Modem Connection

The connections between the terminal, modem, and the telephone handset and cables should be set up by your system manager as described in the documentation supplied with each modem.

ALL-IN-1 Documents in Communications Control

You can use standard ALL-IN-1 documents in Communications Control to:

- Create and use a Control Document.
- Send a document to another computer system.
- Record a session with another computer system into a document.

The Communications Control Subsystem Menu Options

You can access the Communications Control subsystem from the ALL-IN-1 Main Menu.

To access the Communications Control Subsystem:

1 Enter COM.

ALL-IN-1 displays the Communications Menu.

2 Enter CC.

ALL-IN-1 displays the Communications Control Menu.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.

- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Table 21-1 shows the Communications Control Menu options.

Table 21-1 Communications Control Menu Options

Use		To
SEL	Select *	Choose the document you want to work with.
C	Create*	Create a new document.
E	Edit*	Make changes to a document.
D	Delete*	Move a document to the Wastebasket.
P	Print*	Create a paper copy of a document.
R	Read*	Display a document on your terminal.
I	Index*	Create a Selection List of documents in the specified folder.
CC	Connect to Computer System	Connect to a computer system.
DI	Disconnect from Computer System	Disconnect from the computer system you are currently connected to.
PC	Process Control Document	Process the selected document, which must be a Control Document.
RS	Record Session	Display the Record Session Menu. Use this menu to record a session with a computer system into the selected document.
DS	Document Sending	Display the Document Sending Menu. Use this menu to send the selected document to the computer system you are connected to.
ST	Set Terminal	Display the Set Terminal form. Use this form to set how your terminal handles input and output while connected to a computer system.
CD	Check Control Document	Check that the Control Document contains valid commands.

* You can use the Word and Document Processing options provided on the Communications Control Menu on any document in your File Cabinet. They are provided here for use on Control Documents.

Hints:

- Press Gold H to display help on your terminal.
- Press TAB to go to the next field or BACKSPACE to go to the previous field on a form.
- Follow the instructions that appear on your terminal.

Using the Communications Control Subsystem

The following sections describe how to:

- Use the Word and Document Processing options provided on the Communications Control Menus.
- Connect to and disconnect from a computer system.
- Process a Control Document.
- Record a session on a computer system.
- Send a document to a computer system.
- Set terminal features.
- Check a Control Document.

Selecting a Document

The Select (SEL) option lets you choose the document you want to work with. It makes the selected document and its related folder the current document and folder. You can access the Select option from the Communications Control Menu.

To select a document:

1 Enter SEL.

2 Enter the title or number of the document.

ALL-IN-1 displays the Selecting Current Document form. The information you provide in the form's fields determines the document title or folder name that displays in the Current Document Block.

Creating a Document

The Create (C) option lets you create and file a new document in your File Cabinet. You can access the Create option from the Communications Control Menu.

To create a document:

1 Enter C.

2 Enter a title and keywords for the document.

3 Press Gold A if you want to enter more header information or use a template document.

4 Type the text of the document.

5 Press Gold F to file the document.

OR

Press Gold Q to end the editing session and return to the previous menu.

NOTE: Pressing Gold Q does not save the text you typed into the document during this editing session.

ALL-IN-1 displays the Creating New Document form. The information you enter in the Folder, Title, and Keywords fields becomes the document's header information. Since the last folder you accessed always becomes the default (current) folder, the cursor appears in the Title field. Press BACKSPACE to back up to the Folder field to enter a new folder name. Press RETURN to type text into the document or press Gold A to enter more header information for the document.

If you press Gold A, ALL-IN-1 displays the Additional Fields for Create and Template Document forms. These forms let you provide an author name and handling information for the document, and specify the folder, title, and number of a template document.

After you complete these forms and press RETURN, ALL-IN-1 places you in your default editor. If you specify a handling type or a template document, for example Memo, ALL-IN-1 places you into this specified format. When you finish entering text, press Gold F to save the document or press Gold Q to leave the document without saving any text.

NOTE: You must file a new document by pressing Gold F before printing, displaying, or mailing it. If you press Gold Q, you lose any text you typed into the document during that editing session. ALL-IN-1 assigns a number to the document that appears in the Current Document Block the next time you access this document.

Although the header information for a document that you have quit remains in the Current Document Block, all text is lost. What you have, in effect, is a blank document. Use the Delete option to remove this header from the File Cabinet.

The information you enter in the Handling field tells ALL-IN-1 what type of processing the document requires before reading, printing, and so on. For example, if you are creating a document in RUNOFF format, specify RUNOFF in the Handling field. When you read or print the document, ALL-IN-1 invokes RUNOFF to process the document; the document you see is the formatted document.

A Template Document usually contains a specific format that you use frequently, such as a memohead or letterhead form, or a set of RUNOFF commands for formatting your document.

Hints:

- Give your documents descriptive names so that you can easily retrieve them from your File Cabinet.
- The more information you provide on the Creating New Document and Additional Fields for Create forms, the more selective a search you will be able to conduct using the Index option. See the Indexing a Folder section in this chapter for more information.
- While in the editor, press Gold H for Help with using the editor. Press Gold I to display the Interrupt Menu. Press Gold G to display the Get Document Menu. Press Gold E to display the Editor Menu.

- Refer to The ALL-IN-1 Editor chapter in this guide for instructions on using the editor.
- Refer to the Special Menus chapter in this guide for information on the options available from the Interrupt Menu, Get Document Menu, and Editor Menu.
- Read the Using DIGITAL Standard RUNOFF with ALL-IN-1 chapter in this guide for instructions on how to create and process documents with RUNOFF.

Editing a Document

The Edit (E) option lets you modify documents in your File Cabinet. Use the Select option to make the document you want to modify the current document. You can access the Edit option from the Communications Control Menu.

To edit a document:

1 Enter E.

2 Make whatever changes you want.

3 Press Gold F to file the document.

OR

Press Gold Q to end the editing session without saving the changes.

ALL-IN-1 places you in your default editor and displays the text of the document on your terminal. You can now make changes to the document's contents. Press Gold F to save the changes you make or press Gold Q to end the editing session without saving any changes.

If your system is interrupted during an editing session (for example if a power failure occurs), the ALL-IN-1 editor creates a journal file. A journal file contains all the changes made to the document up to the point of the interruption. When you select that document for editing again, ALL-IN-1 indicates that a journal file exists for that document and asks you if you want to recover the previous editing changes. If you respond Y (yes) to the prompt, ALL-IN-1 inserts all changes made. If you respond N (no), the original document displays and you can begin editing again.

Hints:

- Each time you edit a specific document, the Modified field on the Index Update Form is increased by one. See the section Updating Header Information in the File Cabinet chapter in this guide for more information.
- Use the Read option to look at a document without making changes.
- While in the editor, press Gold H for help with using the editor. Press Gold I to display the Interrupt Menu. Press Gold G to display the Get Document Menu. Press Gold E to display the Editor Menu.
- Refer to The ALL-IN-1 Editor chapter in this guide for instructions on using the editor.
- Refer to the Special Menus chapter in this guide for information on the options available from the Interrupt Menu, Get Document Menu, and Editor Menu.

Deleting a Document

The Delete (D) option lets you remove a document from its folder and place it in the Wastebasket. Use the Select option to make the document you want to delete the current document. You can access the Delete option from the Communications Control Menu.

To delete a document:

1 Enter D.

2 Enter Y (yes) to delete the document.

OR

Enter N (no) to cancel the delete operation.

ALL-IN-1 asks if you want to delete this document. Enter Y (yes) and press RETURN to remove the document from its folder and place it in your Wastebasket. Enter N (no) and press RETURN to cancel the delete operation. When you delete a document, ALL-IN-1 removes the document's header information from the Current Document Block and from your File

Cabinet. The document text is moved to the Wastebasket, a special folder that ALL-IN-1 creates at the time you delete your first document. Deleted documents remain in the Wastebasket until emptied.

After the delete operation completes, the current document is one of the following:

- The next document in the folder from which the document was removed.
- The first document in the next folder if the deleted document was the last one in its folder.
- The first document in the File Cabinet if the deleted document was the last one in the File Cabinet.

Hints:

- Update your File Cabinet periodically to keep it organized and current.
- Refer to the section The Wastebasket in the File Cabinet chapter in this guide for information on recovering deleted documents.
- Use the Empty Wastebasket (EW) option on the File Cabinet menu to permanently remove documents from your File Cabinet.

Printing a Document

The Print (P) option lets you create a paper copy of a document in your File Cabinet. You specify the printer, the document layout, and the number of copies to be printed. You can access the Print option from the Communications Control Menu. Use the Select option to make the document you want to print the current document.

To print a document:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this guide for information on completing this form.

Reading a Document

The Read (R) option lets you display a document on the terminal. You can access the Read option from the Communications Control Menu. Use the Select option to make the document you want to display the current document.

To display a document on your terminal:

Enter R.

If the document is in a special format that requires processing (for example a document with embedded RUNOFF commands), ALL-IN-1 first performs the processing so that only the final document format displays. You can only read the document; you cannot edit it.

Hints:

- Follow the instructions that appear on your terminal.
- If you want to review the unprocessed document, use the Edit option to display it.

Indexing a Folder

The Index (I) option lets you create a list of documents and mail messages in your File Cabinet. You can access the Index option from the Communications Control Menu. You can display the list on your screen or use the list to quickly select the next document you want to work with.

To create an index listing:

1 Enter I.

2 Enter the name of the folder you want to index.

3 Enter a document title, number or range of numbers, or keywords if you want.

ALL-IN-1 displays the Document Index form. The form contains a number of fields by which to search the File Cabinet, such as a folder name, a document title, a number or range of numbers, and any keywords that are

part of a document's header. When you press RETURN, ALL-IN-1 lists the documents that match the information you provided. This Index List contains the folder name, document number, date and time you created the document, and the document title. You can use this list to quickly select a document.

You determine which documents ALL-IN-1 searches for and listed by providing the selection criteria. These criteria come directly from the Creating New Document form fields you completed when you created the document.

The criteria include:

- Folder name
- Document title (or document name)
- Document number or a range of numbers
- Keywords

To use an Index List:

Press NEXT SELECTION.

After creating an Index List, you can perform some other task that utilizes the list, in combination with the NEXT SELECTION key, to rapidly display each document header in the Current Document Block. For example, if you want to edit a number of related documents, first use the Index option to create the Index List, then press NEXT SELECTION to display the first document header from the Index List. When you have finished editing this document, press NEXT SELECTION again to bring the second document header into the Current Document Block for editing. You can continue this procedure until you have exhausted the Index List.

Hints:

- Follow the instructions that appear on your terminal.
- To narrow the search, enter as many search criteria as possible.
- Press Gold L or Gold S if you forget a document title or folder name.

- An error message displays if you attempt to use NEXT SELECTION when an Index List does not exist or has been exhausted.
- List all the folders in your File Cabinet by leaving the Folder field on the Document Index form blank.

Connecting to a Computer System

The Connect to Computer System (CC) option lets you make a connection to another computer system. When you connect to another computer system using this option, ALL-IN-1 places you in Terminal Emulation Mode. You can access this option from the Communications Control Menu. If you are already connected to another computer system, the name of the computer system displays next to the Connect to Computer System option. For example:

```
Connect to Computer System Database3
```

For information on how to return to ALL-IN-1 without breaking the connection to the computer system, see the Interrupting Communications Control and Control Documents sections in this chapter.

NOTE: If Display Computer System Text (on the Set Terminal form) is set to N (no), Communications Control automatically sets it to Y (yes) if you connect to a computer system using this option.

If Send Keyboard Input to Computer System (on the Set Terminal form) is set to N (no), Communications Control automatically sets it to Y (yes) if you connect to a computer system using this option.

See the Setting Terminal Features section for details about setting these fields.

To connect to a computer system:

1 Enter CC.

  If you are already connected to a computer system, Communications Control returns you to this computer system in Terminal Emulation Mode.

Otherwise:

ALL-IN-1 displays the Select a Computer System form. The name of the computer system you last connected to using this option appears on this form.

2 Enter the name of the computer system you want to connect to and press RETURN.

If you are using a manual modem, you must:

1 Wait for the prompt telling you to dial the number.

2 When the prompt displays, dial the computer system phone number.

3 Follow the instructions supplied with the modem.

If you are using an autodial modem, there is a short delay while it dials the number and makes the connection.

For more information on using the modem, see the manual provided with the modem.

When Communications Control makes initial connection to the required computer system, a message displays. For example:

```
If you want to return to ALL-IN-1, press CTRL/P.
```

You can interrupt your session on the computer system by pressing the CTRL key and entering the interrupt character (P in the above example). You are returned to ALL-IN-1, but the connection to the computer system is not broken. See the Interrupting Communications Control section in this chapter. For information on how to disconnect from a computer system, see the next section, Disconnecting from a Computer System.

When Communications Control makes the connection, the other computer system may require some initial input before it responds. For example, you may have to press RETURN twice. Your system manager can include commands to generate this initial response. Ask your system manager for details.

NOTE: The commands that generate the initial response from the computer system are executed only when you first make the connection. If you subsequently interrupt and then return to using the other computer system, Communications Control does not execute the commands again.

Disconnecting from a Computer System

The Disconnect from Computer System (DI) option lets you break the connection currently made to a computer system. (ALL-IN-1 displays the name of the computer system you are currently connected to next to the Connect to Computer System option.) You can access this option from the Communications Control Menu.

If the connection is made with a modem, you are using a telephone line which incurs the cost of a normal telephone call. When you break the connection, you release the telephone line for others to use.

To return to ALL-IN-1 when in Terminal Emulation Mode on a computer system:

1 Complete any log out procedure on the other computer system.

  If you do not know the log out procedure, see your system manager.

2 Press CTRL and enter the interrupt character.

  The interrupt character displays in the message when the connection is first made.

To break the connection to another computer system when the name of the computer system is displayed next to the Connect to Computer System option:

Enter DI.

Communications Control breaks the connection to the other computer system. The name of the computer system to which you were connected no longer displays on the Communications Control Menu.

Processing a Control Document

The Process a Control Document (PC) option lets you process the selected Control Document. You can access this option from the Communications Control Menu.

To process a Control Document:

1 Select the Control Document you want to process.

2 Enter PC.

Communications Control performs the commands in the Control Document. Depending on the commands in the Control Document, you may have to enter information at your terminal or your terminal may be locked while the document is processed. See the section Control Documents in this chapter for information on writing Control Documents.

When Communications Control makes the connection, the other computer system may require some initial input before it responds. For example, you may have to press RETURN twice. Your system manager can can include commands to generate this initial response. Ask your system manager for details.

NOTE: The commands that generate the initial response from the computer system are executed only when you first make the connection. If you subsequently interrupt and then return to using the other computer system, Communications Control does not execute the commands again.

If the Control Document does not contain a DISCONNECT command, you can continue using the computer system after ALL-IN-1 finishes processing. See the Control Documents section in this chapter. For details on disconnecting from a computer system see the previous section, Disconnecting from a Computer System.

The Control Document may automate the complete process, including the procedures to log out and disconnect from the computer system. See the Control Documents section.

If the Control Document contains any errors, Communications Control abandons processing the Control Document, returns you to ALL-IN-1, and displays a message explaining the error. You can display further information on the message by pressing Gold W.

Using the Record Session Menu

The Record Session (RS) option lets you display the Record Session Subsystem. This subsystem lets you record a session with a computer system in a standard ALL-IN-1 document. You can access this subsystem from the Communications Control Menu and the Communications Control Interrupt Menu.

Recording the session means recording all the input from your terminal and all the output from the computer system into an ALL-IN-1 document of your choice. You can tell Communications Control to record the session before you connect, or while you are connected.

To access the Record Session Subsystem:

Enter RS.

The Record Session Menu displays. Table 21-2 shows the options available on the Record Session Menu.

Table 21-2 Record Session Menu Options

Use		To
SEL	Select*	Choose the document you want to work with. The selected document is the default Record Document. If a Control Document contains a RECORD command that does not specify a document, Communications Control records the session in this document.
C	Create*	Create a new document.
E	Edit*	Make changes to a document.
D	Delete*	Move a document to the Wastebasket.
P	Print*	Create a paper copy of a document.
R	Read*	Display a document on your terminal.
I	Index*	Create a Selection List of documents in the specified folder.
RA	Record/Append	Record the session into the selected document, appending to the existing text. This option is available only if you are not currently recording.
RO	Record/Overwrite	Record the session into the selected document, overwriting the existing text. This option is available only if you are not currently recording.
SR	Stop Recording	Stop recording sessions with other computer systems. This option is available only if you are currently recording.

* You can use the Word and Document Processing options provided on the Record Session Menu on any document in your File Cabinet. They are provided here for use on documents you want to record into.

See the sections on selecting, creating, editing, deleting, printing, reading and indexing documents in this chapter for information on these Word and Document Processing options. See the Word and Document Processing chapter in this guide for more details of these options.

Recording a Session with Another Computer System. The Record/Overwrite (RO) and the Record/Append (RA) options let you record a session with another computer system into a document. These options are available on the Record Session Menu.

To record a session with another computer system into a new document:

1 Select the required document.

  The document you select on the Record Session Menu is the document ALL-IN-1 records into if you process a Control Document that contains a RECORD command that does not specify a document.

2 Enter either RO or RA.

All input sent to and all output received from the computer system you are connected to, or subsequently connect to, is recorded in this document. (For details on how to connect to another computer system, see the Connecting to a Computer System section in this chapter.)

To record a session with another computer system into a document and overwrite existing text:

1 Select the document.

  The document you select on the Record Session Menu is the document ALL-IN-1 records into if you process a Control Document that contains a RECORD command that does not specify a document.

2 Enter RO.

All input sent to and all output received from the computer system you are connected to, or subsequently connect to, is recorded in this document. (For details on how to connect to another computer system, see the Connecting to a Computer System section in this chapter.)

To record a session with another computer system into a document, appending the output to existing text:

1 Select the document.

   The document you select on the Record Session Menu is the document ALL-IN-1 records into if you process a Control Document that contains a RECORD command that does not specify a document.

2 Enter RA.

All input sent to and all output received from the computer system you are connected to, or subsequently connect to, is recorded in this document. (For details on how to connect to another computer system, see the Connecting to a Computer System section in this chapter.)

NOTE: If you are currently recording, the Record/Overwrite and Record/Append options are not available. If you are not currently recording, the Stop Recording option is not available.

Communications Control stops recording sessions with other computer systems only if you leave ALL-IN-1 or if you use the Stop Recording option (See the next section, Stopping Recording.) If you disconnect from one computer system and connect to another, ALL-IN-1 records the session on the new computer system.

Stopping Recording. Communications Control stops recording sessions on other computer systems only if you leave ALL-IN-1 or if you select the Stop Recording option.

If you are connected to another computer system and you are recording the session and return to ALL-IN-1 without breaking the connection, you can use the Word and Document Processing options on the document you are recording into.

The Stop Recording (SR) option lets you stop Communications Control recording a session with another computer system. You can access this option from the Record Session Menu.

To stop recording:

Enter SR.

Subsequent input and output from other computer systems to which you make connection is on longer recorded. This option is available only if you are currently recording.

NOTE: You can start and stop recording from Control Documents using the RECORD and STOP RECORDING commands. See the section Writing Control Documents in this chapter.

Document Sending

The Document Sending (DS) option lets you access the Document Sending Subsystem. You can access this subsystem from the Communications Control Menu. The Document Sending Subsystem lets you:

- Select a default document for sending.
- Send a document to a computer system you are connected to.
- Use the Word and Document Processing options on any document in your File Cabinet.

To access the Document Sending Subsystem:

Enter DS.

The Document Sending Menu displays. Table 21-3 shows the options available on the Document Sending Menu.

Table 21-3 Document Sending Menu Options

Use		To
SEL	Select*	Choose the document you want to work with. The selected document is the default Send Document. If a Control Document contains a SEND/DOCUMENT command that does not specify a document, this document is sent. See the section Control Documents in this chapter.
C	Create*	Create a new document.
E	Edit*	Make changes to a document.
D	Delete*	Move a document to the Wastebasket.
P	Print*	Create a paper copy of a document.
R	Read*	Display a document on your terminal.
I	Index*	Create a Selection List of documents in the specified folder.
SD	Send Document to Computer System	Send a document to the computer system you are connected to.

* You can use the Word and Document Processing options provided on the Document Sending Menu on any document in your File Cabinet. They are provided here for use on documents you want to send.

See the sections on selecting, creating, editing, deleting, printing, reading and indexing documents in this chapter for information on the Word and Document Processing options. See the Word and Document Processing chapter in this guide for more details of these options.

Sending a Document. The Send a Document (SD) option lets you send a document to another computer system. You can access this option from the Document Sending Menu.

To send a document to a computer system:

1 Select the required document.

The document must be in the format you require. For example, if the document is a RUNOFF document, and you want to send the formatted document rather than source document, you format the document by printing it to another document, prior to sending it.

The document you select on the Document Sending Menu is the document sent if you process a Control Document that contains a SEND/DOCUMENT command that does not specify a document.

2 If you are not already connected to the required computer system, connect to the required computer system using the Connect to Computer System (CC) option. This option is available on the Document Sending Menu even though it does not appear on the menu.

3 Press CTRL and the interrupt character to interrupt Communications Control.

The interrupt character displays in a message when you make the connection to the computer system

ALL-IN-1 returns you to the Communications Control Menu.

4 Enter SD.

ALL-IN-1 returns you to the computer system and sends the document.

If you have set Display Computer System Text and Send Keyboard Input to Computer System to N (no), you do not see the document text displayed on your terminal screen as it is sent. For information on setting these fields, see the section Setting Terminal Features in this chapter.

You can also send documents to a computer system using Control Documents. See the section Control Documents in this chapter.

Setting the Terminal Features

The Set Terminal (ST) option lets you display the Set Terminal form. You can access this option from the Communications Control Menu and the Communications Control Interrupt Menu.

The Set Terminal form lets you control the way your terminal handles input and output while connected to a computer system. You can set the fields on this form before or while you are connected to another computer system.

To display the Set Terminal form:

Enter ST.

The Set Terminal form displays. The fields on this form are:

- Verify Mode

  If set to Y (yes), Control Document commands are displayed on your terminal as they are processed. You might want to set this field to Y (yes) if you want to check that the Control Document is being processed in the way you expected. The default is N (no).

- Display Computer System Text

  If set to N (no), any output from the computer system during a Communications Control procedure is not displayed at your terminal. You might want to set this field to N (no) if you are recording the session in a document and do not want the information repeated on your terminal screen. The default is Y (yes).

- Send Keyboard Input to Computer System

  If set to N (no), any characters entered at your terminal during a Communications Control procedure are not sent to the computer system. You might want to set this field to N (no) if the Communications Control procedure does not require any input. The default is Y (yes).

To change the setting of a field:

1 Press TAB, BACKUP or the arrow keys to move to the field you want to set.

2 Enter either Y (yes) or N (no).

If you enter any other characters than Y or N, Communications Control displays an error message and the cursor remains at that field.

3 Press RETURN when all settings are as you require them.

ALL-IN-1 returns you to the previous menu.

NOTE: If you connect to a computer system in terminal emulation mode, Communications Control automatically sets the Display Computer System Text and Send Keyboard Input to Computer System to Y.

Checking a Control Document

The Check Control Document (CD) option lets you check that the selected Control Document contains valid commands. Check Control Document checks the syntax of the Control Document but does not check that the Control Document works in the way you intended. You can access this option from the Communications Control Menu.

To check a Control Document:

1 Select the required Control Document.

2 Enter CD.

If the Verify Mode field is set to Y, Communications Control displays each command in the Control Document as it checks it. (For details on the Verify Mode field, see the section Setting the Terminal Features in this chapter.)

If an error is encountered, ALL-IN-1 returns you to the Communications Control Menu and displays a message explaining the error. For further information on the message, press Gold W.

Interrupting Communications Control

When connected to a computer system, you can interrupt Communications Control and stop or start a Communications Control task.

To interrupt Communications Control:

Press the CTRL key and type the interrupt character.

The interrupt character is shown in the message that displays when the connection is first made.

You can also ask your system manager for information about the interrupt character. The default is P.

The Interrupt Menu displays if any of the following tasks are being carried out:

- Control Document processing
- Document sending
- WAIT or PAUSE command processing
- Wake-up command processing

Otherwise, ALL-IN-1 displays the menu displayed when you connected to the computer system, usually the Communications Control Menu.

The Communications Control Interrupt Menu Options

The Communications Control Interrupt Subsystem lets you change the way Communications Control works. ALL-IN-1 suspends whatever you were doing on the other computer system. See Table 21-4 for the options available.

Each option on this menu is available only if it is displayed. If an option is not displayed, you cannot use it. For example the Stop Sending Document to Computer System option is available only if you are currently sending a document.

Table 21-4 Communications Control Interrupt Menu Options

Use		To
SPC	Stop Processing Control Document	Stop Control Document processing.
SS	Stop Sending Document	Stop document sending.
RS	Record Session	Display the Record Session Menu and either start or stop recording the session in the selected document.
SW	Stop Waiting for Text	Cancel a WAIT command that is currently being processed.
STP	Stop Pausing	Cancel a PAUSE command that is currently being processed.
SPW	Stop Processing Wake-up Commands for Computer System	Stop processing the wake-up commands.
ST	Set Terminal	Access the Set Terminal form and set the way your terminal handles input and output when connected to the computer system.
DI	Disconnect from Computer System	Break the connection to the computer system.
CO	Continue	Continue from the point at which you interrupted.

When you are using the Interrupt Menu you cannot access other parts of ALL-IN-1 (except for the Set Terminal form and the Record Session Menu) unless you disconnect from the computer system using the Disconnect option. The EXIT SCREEN key and Gold M do not let you leave this menu.

When connected to a computer system, you can interrupt Communications Control and stop or start a Communications Control task.

To interrupt Communications Control:

Press the CTRL key and type the interrupt character.

The interrupt character is shown in the message that displays when the connection is first made.

You can also ask your system manager for information about the interrupt character. The default is P.

The Interrupt Menu displays if any of the following tasks are being carried out:

- Control Document processing
- Document sending
- WAIT or PAUSE command processing
- Wake-up command processing

Otherwise, ALL-IN-1 displays the menu displayed when you connected to the computer system, usually the Communications Control Menu.

Stopping Control Document Processing

The Stop Processing Control Document (SPC) option lets you stop Control Document processing; it is valid only if a Control Document is being processed. You can access this option from the Communications Control Interrupt Menu.

To stop processing a Control Document:

Enter SPC.

Communications Control stops processing the Control Document. If any of the following are being carried out, they are stopped:

- Waiting for text specified in a WAIT command
- Pausing for text specified in a PAUSE command
- Sending a document
- Processing the wake-up commands

If you are connected to a computer system, Communications Control returns you to the computer system in Terminal Emulation Mode. If you were not connected to a computer system, Communications Control displays the Communication Control Menu.

For details on Control Documents details see the section Control Documents in this chapter.

NOTE: After you select this option, Communications Control stops processing the Control Document. However, the Control Document may have initiated a task on the other computer system (for example, displaying some information on the screen), which does not necessarily stop.

You could also process another Control Document as long as it does not attempt to connect to another computer system.

Stopping the Sending of a Document

The Stop Sending Document to Computer System (SS) option lets you stop sending a document. It is valid only if a document is being sent. You can access this option from the Communications Control Interrupt Menu.

To stop sending the document to the computer system:

Enter SS.

ALL-IN-1 returns you to the computer system in Terminal Emulation Mode. You can continue using the computer system, or you can disconnect from the computer system. See the section Disconnecting from a Computer System in this chapter.

Displaying the Record Session Menu

The Record Session (RS) option lets you display the Record Session Menu.

To display the Record Session Menu:

Enter RS.

The Record Session Menu displays. If you are currently recording the session in a document, you can:

- Use the Word and Document Processing options on the selected document.
- Stop recording.

NOTE: If you are currently recording the session, the RECORD/APPEND and RECORD/OVERWRITE options are not available.

If you are not currently recording the session in a document, you can start recording.

For details of the Record Session Menu, see the section Recording a Session on a Computer System in this chapter.

NOTE: If you are not currently recording, the Stop Recording option is not available.

Stopping a Wait for Characters or Text

The Stop Waiting for Text (SW) option lets you cancel an active WAIT command. It is valid only if a WAIT command is being processed. You can access this option from the Communications Control Interrupt Menu.

To cancel an active WAIT command:

Enter SW.

Communications Control continues processing the Control Document from the line after the WAIT command. If the WAIT command was specified in relation to sending a document, Communications Control continues sending the document. See the Control Documents section in this chapter for details on Control Document commands.

Stopping a Pause

The Stop Pausing (STP) option lets you cancel an active PAUSE command. It is valid only if a PAUSE command is being processed. You can access this option from the Communications Control Interrupt Menu.

To cancel an active PAUSE command:

Enter STP.

Communications Control continues processing the Control Document from the line after the PAUSE command.

Stopping Wake-up Command Processing

The Stop Processing Wake-up Commands (SPW) option lets you stop Communications Control from continuing to process the Wake-up commands. The Wake-up commands are a special set of commands that cause an initial response from the computer system. They are set up by your system manager when defining the computer system. You can access this option from the Communications Control Interrupt Menu.

To stop processing the Wake-up commands:

Enter SPW.

Communications Control returns you to the computer system and displays the interrupt prompt, for example:

```
If you want to interrupt, press CTRL/P
```

Displaying the Set Terminal Form

The Set Terminal (ST) option lets you display the Set Terminal form. You can access this option from the Communications Control Interrupt Menu and the Communications Control Menu.

To display the Set Terminal form:

Enter ST.

The Set Terminal form displays. See the section Setting the Terminal Features in this chapter for more information.

Disconnecting from a computer system

The Disconnect from Computer System (DI) option lets you disconnect from the computer system. You can access this option from the Communications Control Interrupt Menu.

To disconnect from the computer system:

Enter DI.

ALL-IN-1 breaks the connection. If any of the following tasks are being carried out, they are stopped:

- Control Document processing
- Document sending
- WAIT and PAUSE command processing
- Wake-up command processing

Communications Control returns you to ALL-IN-1.

NOTE: For security reasons, it is always advisable to complete any log out procedures before breaking the connection to a computer system.

Continuing after an Interrupt

The Continue (CO) option lets you continue from the point at which you interrupted. For example you may have been sending a document. You can access this option from the Communications Control Interrupt Menu.

To continue after an interrupt:

Enter CO.

Communications Control returns to the point at which you interrupted and continues.

Control Documents

Control Documents are standard ALL-IN-1 documents that contain a set of special commands. You create a control document with the ALL-IN-1 Editor, just as you create any other document.

Writing Control Documents

You specify the task that you want the Control Document to accomplish with Control Document commands, in the order in which you would usually carry out the task.

For example, a Control Document could accomplish the following steps:

1 Connect to and log in to the computer system.

2 Create a document on the computer system.

3 Send an ALL-IN-1 document to the computer system while you are editing. In this way, the ALL-IN-1 document becomes part of the document on the computer system.

4 File the document on the computer system.

5 Extract some information from the computer system and store it in an ALL-IN-1 document.

6 Log out of the computer system.

For an example Control Document, see the section Sample Control Documents in this chapter. Communications Control processes the commands in the document in sequence, from the beginning of the document to the end.

These commands follow the standard rules of grammar as specified in the *VAX/VMS Command Language User's Guide*. Use these rules and the following when writing Control Documents:

- Place each command on a new line.

  NOTE: The SEND command used with the WAIT command is considered as a single command. You can place this sequence of commands on one line.

- Separate commands and symbols with at least one space.
- Precede and follow text you specify with double quotation marks ("). If you want to include quotation marks within the text, specify them as you would normally, for example: "He said "hello" "

  represents:

  He said "hello"

- Precede and follow folder names and document titles with double quotation marks (").

- Precede comments with an exclamation point (!). (Communications Control does not attempt to process text preceded with an exclamation point.) Comments are notes you include in the Control Document to provide additional information on what the Control Document does. They are useful to remind you what a Control Document does if you have not looked at it for some time, and for other people who may look at your Control Document. For example comments, see the section Sample Control Document in this chapter.

Control Document Symbols

Table 21-5 describes the available symbols.

Table 21-5 Control Document Symbols

Symbol	Octal Equivalent	Meaning
<NULL>	000	The NULL character
<BELL>	007	Sounds the bell
<TAB>	011	Tab
<LF>	012	Line-Feed character
<FF>	014	Form-Feed character
<CR>	015	Carriage-Return character
<EOF>	032	End-of-File character (CTRL/Z)
<ESC>	033	Introduces a control sequence on some terminals
<<	074	Left angle bracket (<)

You can also specify the ASCII code (in octal) of the character you want to include in the Control Document. For example, <012> is equivalent to <LF>.

Examples of Specifying Text Within a Control Document

The following are examples of how to specify text within a Control Document:

"abc"

Represents the text **abc**.

"<015>"

Represents the character with ASCII code 015 (Carriage-Return).

"abc<<"

Represents the text **abc**<.

Control Document Commands

A Control Document command tells Communications Control to carry out a specific task. Table 21-6 shows the available commands.

The following conventions are used in Table 21-6:

- Qualifiers are preceded with a slash (/).
- Square brackets ([ ]) indicate that the enclosed item is optional.

Table 21-6 Control Document Commands

Command	Format and Function
CONNECT	Format: CONNECT "name" (Where name is the computer system you want to connect to.) Causes Communications Control to connect to the computer system specified. The computer system name must be defined by the system manager in a computer system profile. Ask your system manager for the names of the computer systems you can use. When Communications Control makes the connection, the other computer system may require some initial input before it responds. For example, you may have to press RETURN twice. Your system manager can include commands to generate this initial response. Ask your system manager for details. Example: CONNECT "VAX1" This tells Communications Control to connect to the computer system defined as VAX1.
SEND	Format: SEND[/NOEOL] "text" [WAIT[/TIME=N] "text"] (Where text is a set of characters.) Sends the specified text to the computer system. You can send any combination of characters. They must be enclosed with double quotation marks ("). After sending the text, Communications Control sends a Carriage-Return. If you do not want Communications Control to send a Carriage-Return after the text; specify the /NOEOL qualifier with the SEND command. If you want Communications Control to send another character or set of characters after each SEND command, use the AT command and the End of Line (EOL) document point. For example: AT EOL SEND "<FF>"

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
SEND (Cont.)	For more details of the AT command, see the entry for AT in this table. If you use the SEND command to send a message to the computer system that causes the computer system to carry out a task, include a WAIT command on the same line. This ensures that Communications Control waits for this task to be completed before continuing with the next command in the Control Document. For example, you can write a Control Document to connect to and use a VAX/VMS, which includes the following commands: RECORD/FOLDER="GREEN" "BLUE" SEND "DIR/SIZE" STOP RECORDING When you execute this Control Document, the SEND command causes the VAX/VMS system to display a full directory listing. However, once Communications Control has executed the SEND command it immediately executes the STOP RECORDING command, regardless of whether the VAX/VMS system has finished displaying the directory. This could result in an incomplete listing of the directory recorded in the document. If you specify a WAIT command after the SEND command, this would ensure that Communications Control waited for the task on the computer system to finish before executing the next command. For example: RECORD/FOLDER="GREEN" "BLUE" SEND "DIR/SIZE" WAIT "$ " STOP RECORDING

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
SEND (Cont.)	Communications Control would wait for the dollar prompt before continuing to the next command. The dollar prompt would not be displayed by a VAX/VMS system until it had completed displaying the directory. Note that the dollar prompt is followed by a space, this ensures that Communications Controls waits for the dollar prompt and not just the dollar sign which could be included in other output. Communications Control can wait indefinitely for a message, or you can specify a time limit: Format: WAIT/TIME=N "text" Where N indicates hundredths of a second. If the text is not received during this time, Communications Control stops processing the Control Document and returns you to ALL-IN-1.
SEND/DOCUMENT	Format: SEND/DOCUMENT[/FOLDER="A"] [/NUMBER=N] ["name"] (Where name is the name of the document, where A is up to 30 alphanumeric characters, and where N is up to 6 digits.) Sends the specified document to the computer system. Specify the document using the /FOLDER and /NUMBER qualifiers. If no document is specified, the default document is sent (the selected document on the Document Sending Menu). If you specify only the name of the document, Communications Control sends the first document with this name that it finds in your File Cabinet. If the document title or folder you specify is not unique, Communications Control searches for the first document or folder in your File Cabinet that begins with the letters you specify.

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
SEND/DOCUMENT (Cont.)	You must format the document before sending it. To format a document, print it to an existing document. Example: SEND/DOCUMENT/FOLD = "BILLS" "JAN TELEPHONE" This tells Communications Control to send the document called JAN TELEPHONE, which is filed in the folder BILLS. To specify a document whose name includes double quotes, you must specify double quotes around the double quotes. For example, to send the document AN "UNUSUAL" NAME, you specify: SEND/DOCUMENT "AN ""UNUSUAL"" NAME"
SEND/DOCUMENT/VMS	Format: SEND/DOCUMENT/VMS "name" (Where name is the VMS file name of a document.) Allows you to send a VMS document to another computer system. For example: SEND/DOCUMENT/VMS "[BROWN]LETTER.TXT"
AT	Format: AT point SEND "text" [WAIT "text"] (Where point is a position in the document, and text is a set of characters.) Allows you to control some aspects of the document formatting when you send a document to another computer system. Point is a character code as follows: Code — Point — Default Text Sent SOD — Start of document — NULL EOD — End of document — NULL SOL — Start of line — NULL EOL — End of line — <CR> (Carriage-Return) EOP — End of page — <FF> (Form Feed) PARA — End of paragraph — <CR> (Carriage-Return)

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
AT (Cont.)	The AT command inserts the text you specify at the point you specify in the document you are sending to a computer system. If you do not specify the AT command, the default text is sent. Example: AT SOD SEND "CREATE NEWDOC.TXT<CR>" This tells Communications control to send CREATE NEWDOC.TXT followed by a Carriage-Return at the beginning of the document. The CREATE command is used to create a new document on a VMS machine. You can include a WAIT command on the same line as an AT command. Communications Control sends a Carriage-Return after the text specified in each SEND command. You can make Communications Control send a different symbol or character using the AT command and specifying the symbol with the EOL point. Position this command before the SEND commands after which you want to send the different characters or symbol. For example: AT EOL SEND <FF> This causes Communications Control to send a Form Feed after the text specified in subsequent SEND commands. The text sent at document points revert to default values upon disconnection from the computer system.
RECORD	Format: RECORD[/FOLDER="A"][/NUMBER=N] [/APPEND][/OVERWRITE] ["name"] (Where name is the name of a document, A is up to 30 alphanumeric characters and N is up to 6 digits.) Records the session with the computer system (all output and input) in the specified document.

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
RECORD (Cont.)	Specify the document using the /FOLDER and /NUMBER qualifiers. If no document is specified, the default document is used (the selected document on the Record Session Menu). If you specify only the name of the document, Communications Control uses the first document it finds in your File Cabinet with this name. If the document title or the folder you specify is not unique, Communications Control searches for the first document or folder in your File Cabinet that begins with the letters you specify. If the document you specify does not exist, and you specify a folder (with the /FOLDER qualifier), Communications Control creates a new document. To specify a document whose name includes double quotes, you must specify double quotes around the double quotes. For example, to record into the document AN "UNUSUAL" NAME, you specify: RECORD "AN ""UNUSUAL"" NAME" Specify the /APPEND qualifier if you want Communications Control to append to text already in the document. Otherwise, Communications Control overwrites the existing text. Communications Control stops recording the session on this computer system or the computer systems you subsequently connect to only if you specify the STOP RECORDING command, or if you leave ALL-IN-1. For example: RECORD/APPEND/FOLD = "STOCK" "SUGAR" This tells Communications Control to record the session on the computer system in the document SUGAR, which is filed in the folder STOCK, appending to the existing text.

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
STOP RECORDING	Format: STOP RECORDING Stops recording the session on the computer system and stops Communications Control from recording any subsequent sessions on other computer systems you connect to.
DISPLAY	Format: DISPLAY "text" (Where text is a set of characters.) Displays the specified text on your terminal screen. The text can be any combination of characters and must be enclosed with quotation marks ("). For example: DISPLAY "Welcome to Stock Price Data Base"
PAUSE	Format: PAUSE N (Where N is one or more numeric characters.) Tells Communications Control to wait for a certain length of time, N, where N indicates hundredths of a second. For example: PAUSE 100 This tells Communications Control to wait for 1 second.
SET	Format: SET[/[NO]VERIFY][/NO]DISPLAY][/[NO]INPUT] Specifies what Communications Control displays on your terminal when connected to another computer system. If you set these fields using the SET command, it has the same effect as setting them in the Set Terminal Form.

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
SET (Cont.)	Qualifiers are:
	/[NO]VERIFY
	Specifies whether or not Communications Control displays Control Document commands as it checks or processes them.
	The default is /NOVERIFY. Use /VERIFY when you want to test a Control Document.
	/[NO]DISPLAY
	Specifies whether or not Communications Control displays output from the computer system.
	The default is /DISPLAY. Use /NODISPLAY when sending lengthy documents.
	/[NO]INPUT
	Specifies whether or not Communications Control sends keyboard input to the computer system, while processing the Control Document.
	The default is /INPUT. Use /NOINPUT when the Control Document automates the entire session on the computer system.
	These settings are reset to their default values if you connect to a computer system in terminal emulation mode.
	Example:
	SET/NODISPLAY/NOINPUT
WAIT	Format: WAIT[/TIME=N] "text"
	(Where text is a set of characters.)
	Tells Communications Control to wait for the specified message to be sent from the computer system before proceeding.

(continued)

Table 21-6 Control Document Commands (Cont.)

Command	Format and Function
WAIT (Cont.)	Communications Control can wait indefinitely for a message, or you can specify a time limit. Format: WAIT/TIME=N "text" (Where N indicates hundredths of a second.) If the text is not received during this time, Communications Control stops processing the Control Document and returns you to ALL-IN-1. The text supplied in the WAIT command must be an exact match to that expected from the computer system. For example, Password matches Password, but not PASSWORD.
EXIT	Format: EXIT Stops processing the Control Document as if it were the last command in the Control Document. If you are connected to a computer system, it places you in Terminal Emulation Mode on the computer system. Otherwise, it returns you to ALL-IN-1.
DISCONNECT	DISCONNECT Breaks the connection to the computer system. For security reasons, it is advisable to log out of the computer system before specifying this command.

There is an additional Control Document command that is intended primarily for system managers. It is documented here for completeness:

CONNECT/DEVICE

Format: CONNECT/DEVICE device name[/qualifier...]

where qualifiers are:

[/LINE_SPEED=NNNN]
[/CONNECTION_TYPE=AAAAAAAAAAAAAAA]
[/MODEM_TYPE=AAAAAAAAAA]
[/[NO]ECHO]
[/[NO]BUFFER_CONTROL]
[/INT_CHARACTER=A]
[/BR_TIME=NNN]
[/BR_KEY=A]
[/PHONE_NUMBER=NNNNNNNNNNNNNNNNNNNNNNNNNNNNN]

(Where device name is the device name of the terminal line, A is an alphabetic character, and N is a numeric character.)

This command connects to the computer system using the information provided with the qualifiers. See the *ALL-IN-1 System Manager's Guide* for details on how to set each qualifier. (Each qualifier matches a field on either the Define Computer Systems or Define Communications Lines form.) This command is useful for connecting to computer systems that have not been entered on the Define Computer Systems form.

Sample Control Documents

This Control Document transfers a copy of a document on another computer system to an ALL-IN-1 document.

```
!Command

SET/NOINPUT

! Do not allow input from the keyboard

CONNECT "FLORIDA OFFICE"

! Connect to the computer system defined by the system manager as
! FLORIDA OFFICE.

SEND "" WAIT/TIME=300 "Username:"

! Send a Carriage-Return and then wait for the Username: prompt.
! If the prompt does not appear within 3 seconds, then exit.

SEND "COOK" WAIT "Password:"

! Send the username Cook and then wait for the Password: prompt.

SET/INPUT

! Allow keyboard input.
! Cook enters his password at this point.

WAIT "$ "
! Wait for the dollar prompt. This indicates that Cook has
! successfully logged in.

SET/NOINPUT

! Do not allow keyboard input

RECORD/FOLDER="SPECIFICATIONS" "CAR SPEC"

! Record the session in the document CAR SPEC, which is filed in
! the folder SPECIFICATIONS.

SEND "type user2:[spec]car1.doc" WAIT "$ "

! Send the text specified within the quotation marks to the other computer
! system. This causes the other computer system to execute the
! line. Then wait for the $ prompt.
```

```
STOP RECORDING

! Stop recording the session. So, in effect, you have transferred a
! copy of the document on the other computer system to a document in
! Cook's account on ALL-IN-1.

SEND "LOGOUT" WAIT  "logged out"

! Send the text LOGOUT to the other computer system. This causes the
! other computer system to execute the command LOGOUT. Then,
! Communications Control must wait for confirmation that log out has
! been completed.

DISCONNECT

! Disconnect from the computer system.
```

The following control document logs in to a VAX/VMS system, sends a text document to a computer system, and then logs out of the computer system.

```
!Command                                          Comment

SET/NOINPUT                                       ! Do not allow input from the
                                                  ! keyboard.

CONNECT VAX1                                      ! Connect to the computer
                                                  ! system VAX1.

SEND/NOEOL "<CR><LF> " WAIT "Username:"           ! Wait for the computer system
                                                  ! to send the Username: prompt.

SEND "SMYTHE" WAIT "Password:"                    ! Send the user name
                                                  ! Smythe, followed by a
                                                  ! Carriage-Return
                                                  ! character, to the computer
                                                  ! system.

                                                  ! Wait for the computer system
                                                  ! to send the prompt Username:

SEND "JOSEPHINE" WAIT "$ "                        ! Send the password
                                                  ! Josephine, followed by a
                                                  ! Carriage-Return
                                                  ! character, to the computer
                                                  ! system.

                                                  ! Wait for the $ prompt.

SEND "CREATE NEWFILE"                             ! Create a new file called
                                                  ! NEWFILE.

SEND/DOCUMENT/FOLDER="MARKET" "TOMSDOC"           ! Send the document
                                                  ! TOMSDOC, which is filed in
                                                  ! the folder MARKET, to the
                                                  ! computer system.

SEND/NOEOL "<EOF>" WAIT "$ "                      ! Send the End-of-File
                                                  ! character and
                                                  ! wait for the $ prompt.
```

```
SEND "LOGOUT" WAIT "logged out"      ! Log out of the computer
                                     ! system and wait for the
                                     ! logged out message.

DISCONNECT                           ! Disconnect from the computer
                                     ! system.
```

The following Control Document example shows how to connect to Dow Jones via the UNINET service using a Hayes modem.

```
! Control Document for dialing into Dow Jones using the UNINET service
! using a HAYES compatible modem

CONNECT "LINE1"                          ! LINE1 being a hardwired line connecting to
                                         ! modem

SEND "AT"                                ! Hayes modem commands to get modems
                                         ! attention

PAUSE 100

SEND "ATQ0" WAIT/TIME=400 "OK"           ! Tell modem to send result codes
                                         ! and to exit if they are not
                                         ! received in 40 seconds

PAUSE 100

SEND "ATDT86032241336" WAIT/TIME=600 "CONNECT"   ! Modem dials using
                                                 ! touchtone
                                         ! Exit if CONNECT not
                                         ! received in 60 seconds

PAUSE 400                                ! CONNECT comes from modem

SEND/NOEOL "<CR>"                        ! Send Carriage-Returns to wakes up UNINET

PAUSE 100                                ! Type with delay between characters so

SEND/NOEOL "."                           ! UNINET will accept

PAUSE 100

SEND/NOEOL "<CR>" WAIT "service :"       !UNINET answers with service :

SEND "PROF3" WAIT "service :"            !Give PROF3 and wait for
                                         !service : again

SEND "DOW" WAIT "WHAT SERVICE PLEASE????"   ! After the Dow Jones
                                            ! command the responses
                                            ! are the same for the
SEND "DJNS" WAIT "ENTER PASSWORD"           ! other similar services
                                            ! (for example
                                            ! TELENET,TYMNET)

SEND "your password here" WAIT "ENTER QUERY"

SEND "//MENU"
```

22

Business Applications

The Business Applications Subsystem is an area in the ALL-IN-1 system where your organization can add its own business applications. These applications (either purchased or developed by your own programmers) fill the particular needs of your organization.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

The Business Applications (BA) option is available from the Main Menu.

To access the Business Applications Subsystem:

Enter BA.

ALL-IN-1 displays the Business Applications menu.

Examples of applications that could appear on this menu are:

- Spreadsheet
- Inventory Control
- Sales Order Entry
- Payroll

Hints:

- Only your system manager can add applications to this subsystem. See that person for documentation on applications accessed from this menu.
- Further information on developing and/or integrating applications for ALL-IN-1 is available in the *ALL-IN-1 Application Programmer's Reference* and the *ALL-IN-1 System Manager's Guide.*

23

Program Development

The Program Development Subsystem lets you access both development tools and an interface. You can use these tools for developing applications to integrate into or run independently of the ALL-IN-1 Office Menu system. Review this chapter to become familiar with the subsystems available from the Program Development menu.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Program Development Subsystem

The Program Development (PD) option is available from the Main Menu, where it appears as an option, and from any subsystem menu.

To access the Program Development Subsystem:

Enter PD.

ALL-IN-1 displays the Program Development menu. Table 23-1 lists the options available from this menu. Review this table to become familiar with these options.

Table 23-1 Program Development Menu Options

Use		To
FD	Forms Development	Access the Forms Development Subsystem.
PF	Programming Functions	Access the Programming Functions Subsystem.

Forms Development

The Forms Development (FD) option lets you access the Forms Development Subsystem. This subsystem lets you work with ALL-IN-1 forms, create FMS forms, RMS data files, and DATATRIEVE domain and record definitions from an entry form. Refer to the Forms Development chapter of this book for information on using this subsystem.

Programming Functions

The Programming Functions (PF) option lets you access the Programming Functions Subsystem. This subsystem lets you write your own programs in a number of programming languages. Your system manager can tell you

which programming languages are available on your system. Refer to the Programming Functions chapter in this book for information on using this subsystem.

NOTE: You cannot compile, link, or execute your programs from this subsystem. Compiling and linking must be done from the DCL level (you must have DCL privilege). To execute your program from within ALL-IN-1, you must install it in the Profession Specific Subsystem or have your system manager install it in the Business Applications Subsystem.

24

Forms Development

The Forms Development Subsystem lets you access the Forms Management System (FMS). Forms Development options let you:

- Add, delete, print, and modify forms.
- Create RMS files from entry form definitions.
- Create DATATRIEVE domain and record definitions from entry form definitions.
- List all forms in a form library.
- Move a form from one library to another.
- Create a new form from an existing form.
- Reorganize a form's Named Data.
- Upgrade FMS Version 1 forms and form libraries to FMS Version 2 format.
- Precompile a form library.

The Forms Development Subsystem manipulates FMS forms in a specified form library. Therefore, you must know where a particular form is before you can alter it.

NOTE: The FMS form library, which you specify for all options except the upgrade option, must be an existing FMS version 2 form library.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Forms Development Subsystem

The Forms Development (FD) option is available from the Program Development menu, where it appears as an option, the Main Menu, and any subsystem menu.

To access the Forms Development Subsystem:

Enter FD.

ALL-IN-1 displays the Forms Development menu. Table 24-1 lists the options available from this menu. Review this list to become familiar with the features of this subsystem.

Table 24-1 Forms Development Menu Options

Use		To
SEL	Select	Choose the FMS form you want to work with.
C	Create	Create and file new FMS forms, RMS files, and DATATRIEVE domain and record definitions from an entry form.
E	Edit	Make changes to an FMS form.
D	Delete	Remove an FMS form from a form library.
P	Print	Print a full description of an FMS form.
R	Read	Display a description of an FMS form on the screen.
I	Index	List all the FMS forms in the current form library.
CO	Copy a Known Form to Another Form Library	Move an existing form from one form library to another form library.
UP	Upgrade a V1.0 Form Library to V2.0 Format	Upgrade an FMS version 1 form library to an FMS version 2 form library.
EXT	Extract a Known Form and Create a New Form	Create a new form from an existing form in a form library.
RND	Reorganize Named Data	Group all similar Named Data entries together.
PCF	Precompile Form Library	Precompile a form library.

The options on the Forms Development menu let you select, create, edit, delete, print, read, and index forms, and work with form libraries and Named Data. Review the sections that follow for information on using the Forms Development options.

Selecting a Form

The Select (SEL) option lets you select the FMS form you want to work with. It makes the form and its related form library the current form and current form library. The Select option is available from the Forms Development menu, where it appears as an option.

To select a form:

1 Enter SEL.

2 Enter the name of the FMS library that contains the form.

3 Enter the name of the form.

ALL-IN-1 displays the Select Current Items form. Enter the name of the FMS form library in which the form you want is stored. The form library must be an existing FMS Version 2 form library with the file type .FLB; however, you do not need to enter the file type in the Library field. You can enter a full directory specification in the Library field. For example:

```
DISK$:[SAMPLE.LIBRARIES]SAMPLE.
```

Enter the name of the form you want to work with. When you press RETURN, ALL-IN-1 returns you to the Forms Development menu and displays the names of the selected form library and the selected form in the Current Form Block.

Creating Forms and Files

The Create (C) option lets you create a new FMS form, an RMS file with record formats described in an existing entry form, or a DATATRIEVE domain and record definition from an entry form. This option is available from the Forms Development menu, where it appears as an option.

To create an FMS form or an RMS or DATATRIEVE file:

Enter C.

ALL-IN-1 displays the Create Options menu. Table 24-2 lists the options available from this menu. Review this table to become familiar with these options.

Table 24-2 Create Options Menu Options

Use		To
FO	Form	Create an FMS form and place it in an FMS form library.
FI	File	Create an RMS data file from an entry form.
DD	DATATRIEVE Definition	Create a DATATRIEVE domain and record definition from an entry form.

Creating a Form. The Form (FO) option lets you create a new FMS form and store it in an existing FMS form library. You can extract the form from a set of standard forms supplied by ALL-IN-1, or create a new form. The Form option is available from the Create Options menu, where it appears as an option.

To create a form:

1. Enter FO.
2. Enter a name for the form.
3. Enter the name of the standard form, if you want one.
4. Perform whichever functions you want to create the desired form.
5. Exit the FMS Form Editor and enter Y (Yes) at the prompt to save the form.

   OR

   Exit the FMS Form Editor and enter N (No) at the prompt to return to ALL-IN-1 without saving the form.

ALL-IN-1 displays the Create a New Form Definition form. The Library and Form Name fields contain the names of the library and form displayed in the Current Form Block. You can enter a different library name if you want; remember the library must be an existing FMS Version 2 form library. Enter a name for the form. Enter the name of the standard form, if you want to use one. When you press RETURN, ALL-IN-1 places you in the FMS Form Editor; if you specified a standard form, ALL-IN-1 extracts the

template for that form and places it in the FMS Form Editor. Use the Form Phase of the FMS Form Editor to change the name of the form, if you specified a standard form. Use the functions of the FMS Form Editor to create the type of form you want. When you finish creating your form, exit the FMS Form Editor, enter Y (yes) or N (no) at the `Do you want to save this form?` prompt, and press RETURN.

If you enter Y (yes) and press RETURN, ALL-IN-1 saves the form in a form file in your ALL-IN-1 directory, adds the form to the current form library, and deletes the form file from your ALL-IN-1 directory. When you press RETURN, ALL-IN-1 returns you to the Forms Development menu.

If you enter N (no) and press RETURN, ALL-IN-1 does not save the form. When you press RETURN again, ALL-IN-1 returns you to the Forms Development menu.

Hint:

- Refer to your FMS documentation for detailed information on creating FMS forms.

Creating an RMS File. The File (FI) option lets you create an RMS data file from an existing entry form that contains the exact record definition of the desired data file. This data file can be accessed through the entry form. That is, the user can invoke the entry form to add, change, delete, and modify records contained in the associated file. The File option is available from the Create Options menu, where it appears as an option. Use the Select option to choose the form from which to create the RMS data file.

To create an RMS data file:

Enter FI.

ALL-IN-1 displays the Create a File From an Entry Form Definition form. ALL-IN-1 prompts you to press RETURN to create the file or EXIT SCREEN to cancel the create operation. If you press RETURN, ALL-IN-1 creates a sequential or indexed RMS data file as specified in the Named Data and field attributes of the entry form and returns you to the Forms Development menu. If you press EXIT SCREEN, ALL-IN-1 returns you to the Create Options menu.

Refer to the *ALL-IN-1 Application Programmer's Reference, Volume 1: Flow Control* for information on creating menu, argument, and entry forms.

Creating a DATATRIEVE Definition File. The DATATRIEVE Definition (DD) option lets you enter an entry form record definition in a specified DATATRIEVE dictionary. This option creates DATATRIEVE domains and records for use with ALL-IN-1 data files. The DATATRIEVE Definition option is available from the Create Options menu, where it appears as an option. Use the Select option to choose the form from which to create the DATATRIEVE domain.

To create a DATATRIEVE domain:

1 Enter DD.

2 Enter the DATATRIEVE dictionary name.

3 Enter a name for the DATATRIEVE domain.

ALL-IN-1 displays the Creating Datatrieve Domain form. Enter the DATATRIEVE dictionary name and DATATRIEVE domain name where you want to store the definition. When you press RETURN, ALL-IN-1 creates the DATATRIEVE domain and record description from the current form.

Refer to your VAX DATATRIEVE documentation for information on DATATRIEVE dictionaries and domains.

Editing Forms

The Edit (E) option lets you edit an FMS form's screen image, text description file, or a written description of the Named Data. The text description file contains FMS Form Language statements that describe the form's header, layout, video attributes, text, field definitions, and Named Data. The Edit option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form you want to change.

To edit a form:

Enter E.

ALL-IN-1 displays the Edit a Form Description menu. Table 24-3 lists the options available from this menu. Review this table to become familiar with these options.

Table 24-3 Edit a Form Description Menu Options

Use		To
S	Screen Image	Edit a form with the FMS Form Editor.
T	Text Description	Edit a form's text description file.
ND	Named Data	Edit a written description of the Named Data portion of a form.

Editing a Form's Screen Image. The Screen Image (S) option lets you edit an existing form in screen format using the FMS Form Editor. This option lets you change any part of the form. The Screen Image option is available from the Edit a Form Description menu. Use the Select option to choose the form you want to edit.

The current form and current form library identify the name of the form you want to edit and the form library that contains the form. The form must be an existing form; if it is not, ALL-IN-1 returns you to the Forms Development menu.

Refer to your FMS documentation for information on using the FMS Form Editor.

To edit a form's screen image:

1 Enter S.

2 Make any desired changes to the form.

3 Exit the FMS Form Editor Menu and enter Y (Yes) at the prompt.

ALL-IN-1 extracts the current form from the current form library and places you in the FMS Form Editor. While in the FMS Form Editor, you can change all parts of the form – the screen layout, the field attributes, the field orders, and the Named Data. Make the necessary changes and exit the FMS Form Editor. Enter Y (yes) or N (no) at the `Do you want to save this form?` prompt, and press RETURN.

If you enter Y (yes) and press RETURN, ALL-IN-1 saves the form in a form file in your ALL-IN-1 directory, updates the form in the current form library, and deletes the form file from your ALL-IN-1 directory. When you press RETURN, ALL-IN-1 returns you to the Forms Development menu.

If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Forms Development menu and does not update the form in the current form library.

NOTE: It is easier to edit a form's Named Data with the Named Data (ND) option.

Editing a Form's Text Description File. The Text Description (T) option lets you edit a text description of a form using FMS Form Language statements. This option is available from the Edit a Form Description menu, where it appears as an option. Use the Select option to choose the form you want to edit.

The current form and the current form library identify the name of the form you want to edit and the name of the form library that contains the form.

Refer to your FMS documentation for information on Form Language statements.

To edit a form's text description file:

1 Enter T.

2 Make any desired changes.

3 Press Gold F when you finish.

ALL-IN-1 extracts the current form from the current form library, produces an FMS Form Language description file of the form, and places you in your default editor. Make the necessary changes using FMS Form Language statements. When you press Gold F to file the form, ALL-IN-1 produces a

new binary form file from the FMS Form Language file and updates the form in the current form library. When you press RETURN, ALL-IN-1 returns you to the Forms Development menu.

Editing a Form's Named Data. The Named Data (ND) option lets you edit only the Named Data portion of a form. A form's named data can also be edited using the Screen Image option or the Text Description option. The Named Data option is available from the Edit a Form Description menu, where it appears as an option. Use the Select option to choose the form whose Named Data you want to edit.

To edit a form's Named Data:

1 Enter ND.

2 Make any desired changes to the Named Data.

3 Press Gold F when you finish.

ALL-IN-1 extracts the current form from the current form library, creates a description file of the Named Data portion of the form, and places you in your default editor. When you press Gold F to file the form, ALL-IN-1 updates the form in the current form library and returns you to the Forms Development menu.

Deleting a Form

The Delete (D) option lets you delete the current form from the current form library. This option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form you want to delete.

To delete a form:

1 Enter D.

2 Enter Y to delete the form.

OR

Enter N to cancel the delete operation.

ALL-IN-1 asks if you want to delete the form. If you enter Y (yes) and press RETURN, ALL-IN-1 deletes the current form from the current form library, removes the form name from the Current Form Block, and returns you to the Forms Development menu. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Forms Development menu and does not delete the form.

Printing Forms

The Print (P) option lets you print a text description of a form, a directory listing of a form library, or a listing of a form's Named Data. This option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form or form library you want to print.

To print a form:

Enter P.

ALL-IN-1 displays the Print Options menu. Table 24-4 lists the options available from this menu. Review this table to become familiar with these options.

Table 24-4 Print Options Menu Options

Use		To
DF	Description of Form	Print a hard copy image and text description of a form.
LL	List of Library	Print a directory listing of forms in a form library.
ND	Named Data	Print a listing of the Named Data of a form.

Printing a Description of a Form. The Description of Form (DF) option lets you print a hard copy image and a text description of the current form. The text description contains FMS Form Language statements that describe the form header, form layout, video attributes, field definitions, and Named

Data of the form. The Description of Form option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the form whose description you want to print.

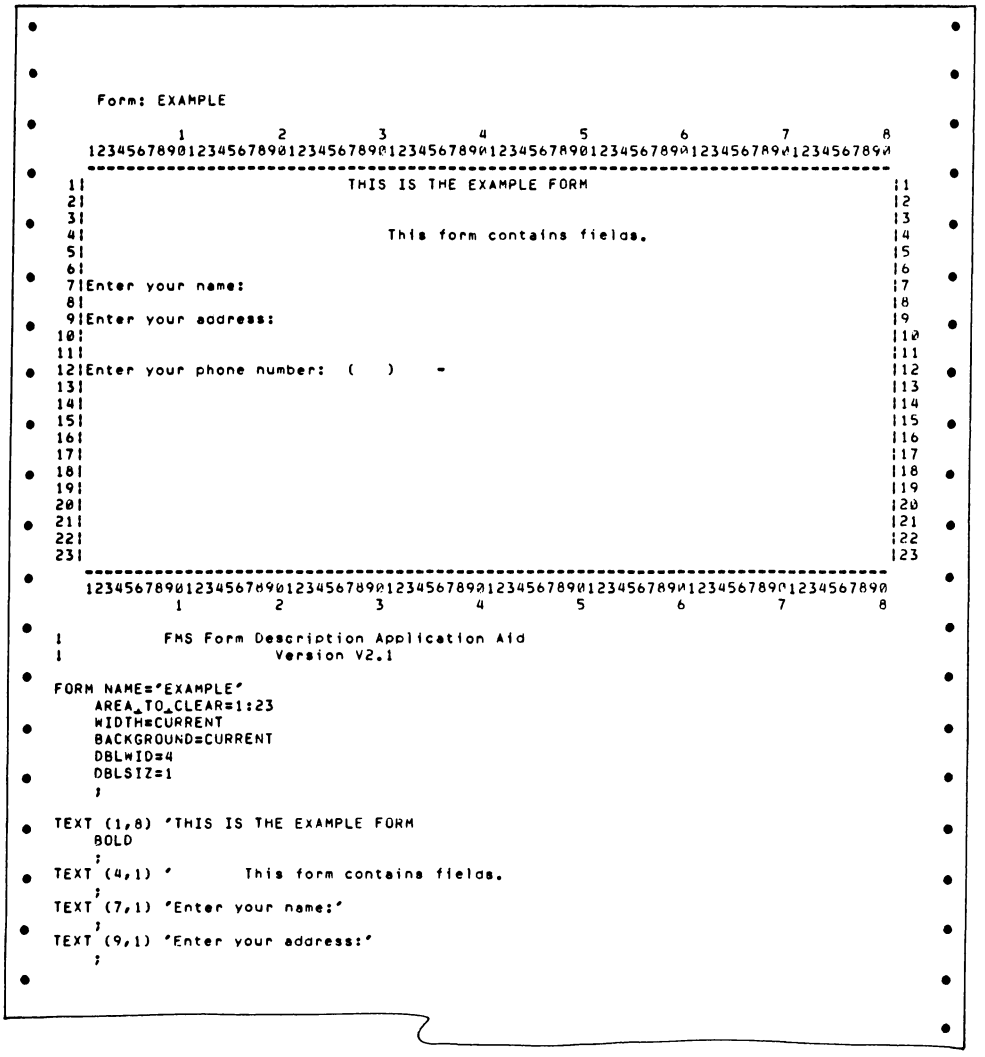
To print a description of a form:

Enter DF.

ALL-IN-1 extracts the current form from the current form library, creates a temporary file containing a printable image and text description of the form, and displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. ALL-IN-1 deletes the temporary file after it is printed.

When you press RETURN, ALL-IN-1 prints the temporary file on the specified printer and returns you to the Forms Development menu. ALL-IN-1 notifies you when the file finishes printing.

Figure 24-1 shows an example of a printout from the Description of Form option.



MK-02016-00

Figure 24-1 Example of a Printout from the Description of Form Option

```
TEXT (12,1) 'Enter your phone number:  ('
    ;
TEXT (12,31) ')'
    ;

ATTRIBUTE_DEFAULTS FIELD
    CLEAR_CHARACTER=' '
    NOAUTOTAB BLANK_FILL NOBLINKING NOBOLD NOREVERSE
    NOUNDERLINE NODISPLAY_ONLY ECHO NOFIXED_DECIMAL
    LEFT_JUSTIFIED NOSUPERVISOR_ONLY NOSUPPRESS NOUPPERCASE
    ;
FIELD NAME='NAME'  (7,18)
    PICTURE=30'X'
    UNDERLINE
    ;
FIELD NAME='ADDRESS1'  (9,22)
    PICTURE=30'X'
    UNDERLINE
    ;
FIELD NAME='ADDRESS2'  (10,22)
    PICTURE=30'X'
    UNDERLINE
    ;
FIELD NAME='CODE'  (12,28)
    PICTURE=3'9'
    UNDERLINE
    ;
FIELD NAME='NUMBER'  (12,33)
    PICTURE='999-9999'
    UNDERLINE
    ;
ORDER BEGIN_WITH = 1
    NAME='NAME'
    NAME='ADDRESS1'
    NAME='ADDRESS2'
    NAME='CODE'
    NAME='NUMBER'
    ;

NAMED_DATA INDEX=1 NAME='.TYPE'
    DATA='entry/mode=update/field=address1,address2,code,number' ;
NAMED_DATA INDEX=2 NAME='.FILE'
    DATA='example.dat' ;

END_OF_FORM NAME='EXAMPLE' ;
```

MK-02027-00

Figure 24-1 Example of a Printout from the Description of Form Option (Cont.)

Printing a List of Forms in a Form Library. The List of Library (LL) option lets you print a directory listing of the forms contained in the current form library. This listing includes the form library name, the date and time the form library was created, the date and time the last change was made to the form library, the names of the forms stored in the form library, the date and time each form was created, and the size of each form. The List of Library option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the library you want to print a directory listing of.

To print a listing of a form library:

Enter LL.

ALL-IN-1 creates a temporary file containing a directory listing of the forms in the current form library and displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. ALL-IN-1 deletes the temporary file after it is printed.

When you press RETURN, ALL-IN-1 prints the directory listing on the specified printer and returns you to the Forms Development menu.

Figure 24-2 shows an example of a printout from the List of Library option.

```
Form Application Aids V2.1
26-APR-1984 17:07

Library ARKD$:[BURLEW.A1]EXAMPLE.FLB;4, created: 24-APR-1984 15:32

Date and time of last modification: 26-APR-1984 17:00

Form name                    Creation date/time   Workspace size (bytes)

NOTHING                      26-APR-1984 11:24          279
MYTEST                       24-APR-1984 15:43          199
YOURTEST                     24-APR-1984 11:08          211
NONAME                       26-APR-1984 11:16           72
NOFORM                       26-APR-1984 11:18           76
TEST                         26-APR-1984 16:53          588
TEST2                        26-APR-1984 13:55          131
EXAMPLE                      26-APR-1984 16:57          592
```

MK-02028-00

Figure 24-2 Example of a Printout from the List of Library Option

Printing a Form's Named Data. The Named Data (ND) option lets you print a listing that contains only the information from the Named Data portion of the current form. The format of the printout is the same as the format you see when editing the Named Data. The Named Data option is available from the Print Options menu, where it appears as an option. Use the Select option to choose the form whose Named Data you want to print.

To print the Named Data portion of a form:

Enter ND.

ALL-IN-1 extracts the current form from the current form library, creates a temporary file containing a listing of the Named Data portion of the form, and displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. The temporary file is deleted after it is printed.

When you press RETURN, ALL-IN-1 prints the Named Data listing on the specified printer and returns you to the Forms Development menu.

Figure 24-3 shows an example of a printout from the Named Data option.

```
;;.TYPE;;
entry/mode=update/field=address1,address2,code,number
;;.FILE;;
example.dat
```

MK-02029-00

Figure 24-3 Example of a Printout from the Named Data Option

Reading Forms

The Read (R) option lets you display a text description of a form, a directory listing of a form library, or the Named Data portion of a form on your terminal. This option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form or form library you want to display.

To read a form:

Enter R.

ALL-IN-1 displays the Read Options menu. Table 24-5 lists the options available from this menu. Review this table to become familiar with these options.

Table 24-5 Read Options Menu Options

Use		To
DF	Description of Form	Display a text description of a form.
LL	List of Library	Display a directory listing of forms in a form library.
ND	Named Data	Display a listing of the Named Data of a form.

Reading a Description of a Form. The Description of Form (DF) option lets you display a text description of the current form on your terminal. The text description contains FMS Form Language statements that describe the form header, form layout, video attributes, field definitions, and Named Data of the form. The Description of Form option is available from the Read Options menu, where it appears as an option. Use the Select option to choose the form whose description you want to display.

To read a description of a form:

Enter DF.

ALL-IN-1 extracts the current form from the current form library, creates an FMS Form Language description of the form, and displays it on your terminal. ALL-IN-1 returns you to the Forms Development menu if you press EXIT SCREEN at the prompt during the display or RETURN after the display is finished.

Figure 24-4 shows an example of a display from the Description of Form option.

```
!          FMS Form Description Application Aid
!                       Version V2.1

FORM NAME='EXAMPLE2'
     AREA_TO_CLEAR=1:23
     WIDTH=CURRENT
     BACKGROUND=CURRENT
     DBLWID=4
     DBLSIZ=1
     ;


TEXT (1,8) 'THIS IS THE EXAMPLE2 FORM
     BOLD
     ;
TEXT (7,1) 'Enter your name:'
     ;
TEXT (12,1) 'Enter your phone number:
     ;
TEXT (12,31) ')'
     ;

ATTRIBUTE_DEFAULTS FIELD
     CLEAR_CHARACTER=' '
     NOAUTOTAB BLANK_FILL NOBLINKING NOBOLD NOREVERSE
     NOUNDERLINE NODISPLAY_ONLY ECHO NOFIXED_DECIMAL
     LEFT_JUSTIFIED NOSUPERVISOR_ONLY NOSUPPRESS NOUPPERCASE
     ;

FIELD NAME='NAME'  (7,18)
     PICTURE=30'X'
     UNDERLINE
     ;
FIELD NAME='CODE'  (12,28)
     PICTURE=3'9'
     UNDERLINE
     ;
FIELD NAME='NUMBER'  (12,33)
     PICTURE='999-9999'
     UNDERLINE
     ;
```

Figure 24-4 Example of a Display from the Description of Form Option

(continued)

```
ORDER BEGIN_WITH = 1
    NAME='NAME'
    NAME='CODE'
    NAME='NUMBER'
    ;

NAMED_DATA INDEX=1 NAME=',TYPE'
    DATA='entry/mode=update/field=code,number' ;
NAMED_DATA INDEX=2 NAME=',FILE'
    DATA='example.dat' ;

END_OF_FORM NAME='EXAMPLE2' ;
```

Figure 24-4 Example of a Display from the Description of Form Option (Cont.)

Reading a List of Forms in a Form Library. The List of Library (LL) option lets you display a directory listing of the forms contained in the current form library on your terminal. This listing includes the form library name, the date and time the form library was created, the date and time the last change was made to the form library, the names of the forms stored in the form library, the date and time each form was created, and the size of each form. The List of Library option is available from the Read Options menu, where it appears as an option. Use the Select option to choose the library you want to list.

To read a listing of a form library:

Enter LL.

ALL-IN-1 creates a directory listing of the forms in the current form library and displays it on your terminal. ALL-IN-1 returns you to the Forms Development menu if you press EXIT SCREEN at the prompt during the display or RETURN after the display is finished.

Figure 24-5 shows an example of a display from the List of Library option.

```
Form Application Aids V2.1
26-APR-1984 17:11


Library ARKD$:[ABURLEW.A1]EXAMPLE.FLB;4, created: 24-APR-1984 15:32

Date and time of last modification:  5-DEC-1984 15:30

Form name                  Creation date/time   Workspace size (bytes)

NOTHING                  30-AUG-1984 14:23          338
MYTEST                    1-SEP-1984 17:36          107
YOURTEST                  1-SEP-1984 17:45           95
NONAME                   24-OCT-1984 12:13           45
NOFORM                    1-NOV-1984 11:24          658
TEST                      2-NOV-1984 10:35           64
TEST2                    29-NOV-1984 13:13           50
EXAMPLE                   5-DEC-1984 15:30           43
```

Figure 24-5 Example of a Display from the List of Library Option

Reading a Form's Named Data. The Named Data (ND) option lets you display a listing that contains only the information from the Named Data portion of the current form. The format of the display is the same as the format you see when editing the Named Data. The Named Data option is available from the Read Options menu, where it appears as an option. Use the Select option to choose the form whose Named Data you want to display.

To read the Named Data portion of a form:

Enter ND.

ALL-IN-1 extracts the current form from the current form library, creates a listing of the Named Data portion of the form, and displays it on your terminal. ALL-IN-1 returns you to the Forms Development menu if you press EXIT SCREEN at the prompt during the display or RETURN when the display is finished.

Figure 24-6 shows an example of a display from the Named Data option.

```
;;.TYPE;;
entry/mode=update/field=address1,address2,code,number
;;.FILE;;
example.dat,example
```

Figure 24-6 Example of a Display from the Named Data Option

Indexing a Form Library

The Index (I) option lets you display a directory listing of the forms contained in the current form library on your terminal. The format of the directory listing is the same as the format for the List of Library option of

the Read and Print functions. The Index option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form library you want to index.

To index a form library:

Enter I.

ALL-IN-1 creates a directory listing of the current form library and displays it on your terminal. ALL-IN-1 returns you to the Forms Development menu if you press EXIT SCREEN at the prompt during the display or RETURN when the display is finished.

Figure 24-5 shows an example of the output of the Index option.

Copying a Form into Another Form Library

The Copy a Known Form to Another Form Library (CO) option lets you move an existing form from one form library to another form library. The library into which you copy the form must be an existing FMS Version 2 form library. This option is available from the Forms Development menu, where it appears as an option.

To copy a form into another form library:

1. Enter CO.
2. Enter the name of the form library into which you want to copy the form.
3. Enter the name of the form you want to copy.
4. Enter the name of the form library in which the form is currently stored.

ALL-IN-1 displays the Extract and Copy a Form Definition form. Enter the name of the form library into which you want to place a copy of the form. Enter the name of the form you want to copy. Enter the name of the form library in which the form is currently stored. When you press RETURN, ALL-IN-1 extracts the named form from the source form library and places it into the destination form library. Both form libraries now contain identical copies of this form.

When you press RETURN, ALL-IN-1 returns you to the Forms Development menu.

Hints:

- The form library names you enter can contain a full directory specification.
- You do not need to enter the .FLB file extension.

Upgrading a Form Library

The Upgrade a V1.0 Form Library to V2.0 Format (UP) option lets you convert your FMS Version 1 form libraries and their forms to FMS Version 2 format. This option creates a new version of the entire form library in the same directory that contains the old form library. The Version 2 form library and the Version 1 form library have the same name; however, the Version 1 form library has a .V1L file extension.

For example, before the upgrade, your Version 1 form library is EXAMPLE.FLB. After the upgrade, your Version 2 form library is EXAMPLE.FLB, and your Version 1 form library is EXAMPLE.V1L.

NOTE: All ALL-IN-1 Office Menu Version 1 form libraries and forms that you want to use must be upgraded to FMS Version 2 format to be compatible with ALL-IN-1 Office Menu Version 2.

To upgrade a form library:

1. Enter UP.
2. Enter the name of the Version 1 form library.
3. Enter the time at which to begin the upgrade.
4. Enter the date on which to begin the upgrade.

ALL-IN-1 displays the Upgrade a Form Library form. Enter the name of the FMS Version 1 form library you want to convert to FMS Version 2 format. Enter the time and date at which you want the upgrade to begin. The default time and date is the current time and date.

When you press RETURN, ALL-IN-1 creates a command file, submits it to the batch processor, and returns you to the Forms Development menu. The upgrade is performed as a batch job due to the length of time required to perform an upgrade.

The Upgrade a V1.0 Form Library to V2.0 Format option converts the forms in the specified form library to be compatible with ALL-IN-1 Version 2. The conversion involves changes to some of the Named Data format and some of the ALL-IN-1 functions.

Hints:

- The form library name you enter in the Form Library field can contain a full directory specification.
- You do not need to enter the .FLB file extension.

Creating a New Form from an Existing Form

The Extract a Known Form and Create a New Form (EXT) option lets you create a new form from an existing form in a valid form library. This option allows easy duplication and adaptation of existing forms. This option is available from the Forms Development menu, where it appears as an option.

To create a new form from a known form:

1 Enter EXT.

2 Enter the name for the new form.

3 Enter the name of the form library you want to place the new form in.

4 Enter the name of the form from which to create the new form.

5 Enter the name of the form library in which the existing form is stored.

6 Assign the new form name to the form using the Form Phase of the FMS Form Editor.

7 Make any desired changes to the form.

8 Exit the FMS Form Editor and enter Y (Yes) at the prompt.

ALL-IN-1 displays the Extract and Create a New Form Definition form. Enter a name for the form you want to create. Enter the name of the form library in which you want to store the new form. Enter the name of the existing form from which you want to create the new form. Enter the name of the form library that contains the existing form.

When you press RETURN, ALL-IN-1 creates the new form in the destination form library from the existing form in the source library and places you in the FMS Form Editor. Use the Form option on the Form Editor Menu to change the name of the form. Make any other changes you want and exit the FMS Form Editor. Enter Y (yes) or N (no) at the `Do you want to save this form?` prompt and press RETURN.

If you enter Y (yes) and press RETURN, ALL-IN-1 saves the form in a form file in your ALL-IN-1 directory, adds the form to the destination form library, and deletes the form file from your ALL-IN-1 directory. When you press RETURN, ALL-IN-1 returns you to the Forms Development menu. The new form and its form library then become the current form and the current form library. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Forms Development menu and does not create the form in the destination form library.

WARNING: *If you do not assign a new form name while in the FMS Form Editor, you will lose any changes you made to this form.*

Refer to your FMS documentation for information on using the FMS Form Editor.

Reorganizing a Form's Named Data

The Reorganize Named Data (RND) option lets you reorganize the format of the Named Data portion of the current form. This new format makes it easier to modify the Named Data. This option is available from the Forms Development menu, where it appears as an option. Use the Select option to choose the form whose Named Data you want to reorganize.

To reorganize Named Data:

Enter RND.

ALL-IN-1 reorganizes the Named Data by grouping the same types together.

Figure 24-7 shows an example of the Named Data portion of a form, from a text description file, before and after reorganization of the Named Data.

Before reorganization:

```
NAMED_DATA INDEX=1 NAME='.TYPE'
    DATA='entry/mode=update/field=number' ;
NAMED_DATA INDEX=2 NAME='OTHER'
    DATA='more information' ;
NAMED_DATA INDEX=3 NAME='.FILE'
    DATA='example.dat' ;
NAMED_DATA INDEX=4 NAME='OTHER'
    DATA='information' ;
```

After reorganization:

```
NAMED_DATA INDEX=1 NAME='.TYPE'
    DATA='entry/mode=update/field=number' ;
NAMED_DATA INDEX=2 NAME='OTHER'
    DATA='more information' ;
NAMED_DATA INDEX=3 NAME='OTHER'
    DATA='information' ;
NAMED_DATA INDEX=4 NAME='.FILE'
    DATA='example.dat' ;
```

Figure 24-7 Example of Named Data Before and After Reorganization

Precompiling a Form Library

The Precompile Form Library (PCF) option lets you create a compiled form library from an existing form library. Compiling a form library before using it improves the performance of ALL-IN-1. Use the Select option to choose the form library you want to compile.

The form library must be open in ALL-IN-1 before you can compile it. You can have a form library open by including it in your profile or using the OA$FLO_OPEN function. Refer to the *ALL-IN-1 System Manager's Guide* and the *ALL-IN-1 Application Programmer's Reference* for more information.

To precompile a form library:

Enter PCF.

ALL-IN-1 compiles the current form library. The compiled form library has the same name as the current form library, but has a .FLC file extension.

25

Programming Functions

The Programming Functions Subsystem lets you create and maintain application programs from your ALL-IN-1 account. This subsystem does not let you compile or link programs. You must leave ALL-IN-1 and perform all compiling and linking from the VAX/VMS DCL level (you must have DCL privilege to do this). ALL-IN-1 identifies each program as a module in the File Cabinet. The file format is the language the module is written in.

When you enter information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the Programming Functions Subsystem

The Programming Functions (PF) option is available from the Program Development menu, where it appears as an option, the Main Menu, and any subsystem menu.

To access the Programming Functions Subsystem:

Enter PF.

ALL-IN-1 displays the Programming Functions menu. Table 25-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 25-1 Programming Functions Menu Options

Use		To
SEL	Select	Choose the module you want to work with.
C	Create	Create and file a new module in a File Cabinet folder.
E	Edit	Make changes to a module.
D	Delete	Remove a module from a folder.
P	Print	Print the module at the specified printer.
R	Read	Display the module on the terminal.
I	Index	List the modules in a folder.
FC	File Cabinet	Enter the File Cabinet Subsystem.
VM	VM File Maintenance	Enter the VMS File Maintenance Subsystem.

The options on the Programming Functions menu let you select, create, edit, delete, print, read, and index programming modules, and access the File Cabinet Subsystem, and the VMS File Maintenance Subsystem. Review the sections that follow for information on using these options.

Selecting a Module

The Select (SEL) option lets you select the program or module you want to work with. It makes the selected program or module and its related folder the current module and current folder. The Select option is available from the Programming Functions menu, where it appears as an option.

To select a module:

1 Enter SEL.

2 Enter a folder name.

3 Enter a module title or number.

ALL-IN-1 displays the Selecting Current Module form. The Folder field contains the name of the current folder. Enter a different folder name if the current folder does not contain the module you want. Enter the title or number of the module you want to work with. When you press RETURN, ALL-IN-1 makes the module and its folder the current module and current folder, returns you to the Programming Functions menu, and displays the folder name, module title, and module number in the Current Module Block.

If you are uncertain which folder contains the module you want to work with, clear the Folder field and press TAB to go to the Title field. Then press Gold L to display a list of all documents and modules in your File Cabinet. When you find the module you want, enter the number in the Line column that appears next to the folder that contains the module and press RETURN. ALL-IN-1 places the folder name, module title, and module number in the appropriate fields on the Selecting Current Module form. When you press RETURN, ALL-IN-1 makes that module and its folder the current module and current folder, returns you to the Programming Functions menu, and displays the folder name, module title, and module number in the Current Module Block.

Hints:

- Clear the Folder and Title fields and press Gold L or Gold S while in the Title field to display a list of all the documents and modules in your File Cabinet.

- Use the following keys to select a module while on the Programming Functions menu:
  - Down Arrow to select the next module
  - Up Arrow to select the first module in the current folder
  - Gold Up Arrow to select the first module in your File Cabinet
  - Gold T to select the first module in your File Cabinet
  - Gold Down Arrow to select the first module in the next folder

Creating a Module

The Create (C) option lets you create a new source code module. ALL-IN-1 stores the module as a file in a folder in your File Cabinet. The Create option is available from the Programming Functions menu, where it appears as an option.

To create a module:

1. Enter C.
2. Enter a folder name.
3. Enter a title.
4. Enter a VMS file name.
5. Enter any keywords.
6. Press TAB to display the Additional Fields for Create and Template Document forms.
7. Enter the language in which the module will be written.
8. Enter the folder name and title and/or number of a template document, if you want to use one.
9. Type the necessary statements, comments, and text into the module.
10. Press Gold F when you finish creating the module.

ALL-IN-1 displays the Creating New Module form. The Folder field contains the name of the current folder. Enter a different folder name if you want. Enter a title, VMS file name, and keywords for the module. When you press

TAB, ALL-IN-1 displays the Additional Fields for Create and Template Document form. Enter the language in which you are writing the module into the Handling field. Enter the information to merge a template document, if you want to use one. When you press RETURN, ALL-IN-1 creates the module as a source program file in the specified folder, merges the template document, if one was specified, with the module, and places you in your default editor. Type the necessary statements, comments, and text into the module. When you press Gold F, ALL-IN-1 files the module, creates the VMS file, returns you to the Programming Functions menu, and displays the folder name, module name, and number of the newly created module in the Current Module Block.

If you want to create a module from an existing file, you cannot specify a template document. If you do, ALL-IN-1 merges it into the module file you specify, and you lose the contents of the original file.

NOTE: You must enter the programming language in which you are writing the module in the Handling field. If the language you want to use is not available, contact your system manager.

Hints:

- Clear the Folder and Title fields and press Gold L or Gold S while in the Title field on the Creating New Module form to display a list of all the documents and modules in your File Cabinet.
- Press Gold L or Gold S while in the Handling field on the Additional Fields for Create form to display a list of available programming languages.

Editing a Module

The Edit (E) option lets you make changes to an existing module. This option is available from the Programming Functions menu, where it appears as an option. Use the Select option to choose the module you want to edit.

To edit a module:

1 Enter E.

2 Make whatever changes you want.

3 Press Gold F when you finish.

ALL-IN-1 extracts the current module from the current folder and places you in your default editor. Make the necessary changes. When you press Gold F, ALL-IN-1 updates the module in the folder, creates a new version of the VMS file, and returns you to the Programming Funtions menu.

Deleting a Module

The Delete (D) option lets you delete the current module. This option is available from the Programming Functions menu, where it appears as an option. Use the Select option to choose the module you want to delete.

The Delete option deletes only the module stored in your File Cabinet. Use the Delete option on the VMS File Maintenance menu to delete the VMS file associated with the module you delete.

To delete a module:

1 Enter D.

2 Enter Y to delete the module.

OR

Enter N to cancel the delete operation.

ALL-IN-1 asks if you want to delete the module. Enter Y (yes) and press RETURN to delete the module or enter N (no) and press RETURN to cancel the delete operation.

If you enter Y (yes) and press RETURN, ALL-IN-1 places the current module in your Wastebasket folder, makes the next newest module the current module, and returns you to the Programming Functions menu. For example, if you delete the current module, NEWEST in folder PROGRAMS, ALL-IN-1 finds the next newest module, NEW in folder PROGRAMS, makes it the current module, and displays its folder name, title, and number in the

Current Module Block. If you delete the oldest module in a folder, ALL-IN-1 finds the first module in the next folder and makes it and its folder the current module and current folder.

If you enter N (no) and press RETURN, ALL-IN-1 returns you to the Programming Functions menu and does not place the current module in your Wastebasket folder.

Printing a Module

The Print (P) option lets you create a hard copy of the current module. This option is available from the Programming Functions menu, where it appears as an option. Use the Select option to choose the module you want to print.

To print a module:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the module on the specified printer and returns you to the Programming Functions menu.

Reading a Module

The Read (R) option lets you display the current module on the terminal. This option is available from the Programming Functions menu, where it appears as an option. Use the Select option to choose the module you want to display.

To read a module:

Enter R.

ALL-IN-1 extracts the current module from the current folder and displays it on the terminal. If you press EXIT SCREEN during the display or RETURN when the display ends, ALL-IN-1 returns you to the Programming Functions menu.

Indexing a Folder

The Index (I) option lets you display a list of modules in a specified folder. The folder need not be the current folder. The Index option is available from the Programming Functions menu, where it appears as an option.

To display a list of modules:

1 Enter I.

2 Enter the name of the folder you want to index.

3 Enter a title, a number or range of numbers, or a keyword or keywords.

4 Press Gold A if you want to enter additional selection criteria.

5 Enter the additional criteria.

ALL-IN-1 displays the Module Index form. Enter the name of the folder you want to index. Enter a module title, module number or range of numbers, and/or a keyword or keywords. Press Gold A if you want to enter additional selection criteria. Enter whatever additional selection criteria you want to use. ALL-IN-1 selects the modules to display on the Module Index form based upon the selection criteria you provide. When you press RETURN, ALL-IN-1 displays the folder name, the module number, the date and time the module was created, and the module title on the Module Index form. When you press RETURN again, ALL-IN-1 creates a Selection List, which lets you select a module by pressing NEXT SELECTION.

The selection criteria include:

- Folder name containing the module
- Module title (or name)
- Module number or range of numbers
- Creation date or range of creation dates
- Keywords
- Module type (such as Module)

- Module handling (programming language)
- Author

File Cabinet

The File Cabinet (FC) option lets you access the File Cabinet Subsystem. This option is available from the Programming Functions and Word and Document Processing menus, and from the Main Menu, where it appears as an option, and from any subsystem menu.

To access the File Cabinet Subsystem:

Enter FC.

ALL-IN-1 displays the File Cabinet menu. Use whatever File Cabinet options you want. Refer to The File Cabinet chapter in this book for information on using the File Cabinet Subsystem.

When you press EXIT SCREEN, ALL-IN-1 returns you to the menu from which you entered the File Cabinet option.

VMS File Maintenance

The VMS File Maintenance (VM) option lets you access the VMS File Maintenance Subsystem. This subsystem allows you to work with files in your VMS directory and subdirectories. The VMS File Maintenance option is available from the Programming Functions menu, where it appears as an option.

Refer to your VAX/VMS documentation for information on working with VMS files.

To access the VMS File Maintenance Subsystem:

Enter VM.

ALL-IN-1 displays the VMS File Maintenance menu. Use whatever VMS File Maintenance options you want. If you want to return to the Programming Functions Subsystem, press EXIT SCREEN.

Table 25-2 lists the options available from the VMS File Maintenance menu. Review this table to become familiar with the features of this subsystem.

Table 25-2 VMS File Maintenance Menu Options

Use		To
SEL	Select files	Make the chosen files current.
C or C2	Create	Create File 1 or File 2.
E or E2	Edit	Make changes to File 1 or File 2.
D or D2	Delete	Delete File 1 or File 2.
P or P2	Print	Create a hard copy of File 1 or File 2.
R or R2	Read	Display File 1 or File 2 on your terminal.
CT or CT2	Copy file to target	Place a copy of File 1 or File 2 in the target directory.
DO or DO2	DO script file	Invoke Script File 1 or Script File 2 in Interactive Mode.
SC or SC2	Invoke script	Invoke Script File 1 or Script File 2 in Automatic Mode.
COM or COM2	Invoke command proc.	Execute Command File 1 or Command File 2.
I	Index of directory	List the files in the specified directory.
IT	Index of target dir.	List the files in the specified target directory.
CO	Copy file 1 → file 2	Copy File 1 to File 2.
RN	Rename file 1 → file 2	Rename File 1 to File 2.

Selecting a VMS File. The Select Files (SEL) option lets you choose the files and directories you want to work with. Use this option to choose the appropriate files and directories before choosing any other option in this subsystem. The Select Files option is available from the VMS File Maintenance menu, where it appears as an option.

To select files:

1. Enter SEL.
2. Enter the name of the directory that you want as your default directory.
3. Enter the names of the files you want to work with.
4. Enter the name of the directory that you want as your target directory.

ALL-IN-1 displays the Select Files form. Enter the name of the directory you want to use as your default directory. Enter the names of the files you want to work with. Enter the name of the directory you want to use as your target directory. When you press RETURN, ALL-IN-1 displays the names of the directories and files in the appropriate fields on the VMS File Maintenance menu. If you do not enter a directory name or a file name, ALL-IN-1 leaves that field empty.

ALL-IN-1 uses your ALL-IN-1 directory as the default for either directory unless you specify a different directory name.

Creating VMS Files. The Create (C or C2) option lets you create a new file in your default directory. ALL-IN-1 creates the file only in your VMS directory and not in your ALL-IN-1 File Cabinet. The Create option is available from the VMS File Maintenance menu, where it appears as an option.

To create a file:

1. Enter C to create File 1 or C2 to create File 2.
2. Enter information into the appropriate fields.
3. Type text into the file.
4. Press Gold F when you finish.

ALL-IN-1 sends the file to the system printer and returns you to the VMS File Maintenance menu.

Reading a VMS File. The Read (R or R2) option lets you display a file on your terminal. This option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the file(s) you want to display.

To read a file:

Enter R to read File 1 or R2 to read File 2.

ALL-IN-1 displays the contents of the file on your terminal. If you press EXIT SCREEN during the display or RETURN when the display is finished, ALL-IN-1 returns you to the VMS File Maintenance menu.

Copying a File to Your Target Directory. The Copy File to Target (CT or CT2) option lets you copy a file from your default directory to your target directory. This option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the file(s) you want to copy.

To copy a file to your target directory:

Enter CT to copy File 1 or CT2 to copy File 2.

ALL-IN-1 places a copy of the file in your target directory and returns you to the VMS File Maintenance menu. Your default directory and your target directory now contain identical copies of the file.

Using a Script File Interactively. The DO Script File (DO or DO2) option lets you run a script file interactively. This option causes the current script to withhold input to ALL-IN-1. You must supply all the input. The DO Script File option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the script file(s) you want to use.

To use a script interactively:

Enter DO to use Script File 1 or DO2 to use Script File 2.

ALL-IN-1 invokes the current script file. However, ALL-IN-1 does not accept input from the script file. You must enter data to keep the script process going.

Refer to the Script Facility chapter in the *ALL-IN-1 Application Programmer's Reference, Volume 3: Applications* for information on script files and DO Mode.

Using a Script File Automatically. The Invoke Script (SC or SC2) option lets you run a script file automatically. You do not have to supply any input to keep the script going. The Invoke Script option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the script file(s) you want to run.

To use a script file automatically:

Enter SC to use Script File 1 or SC2 to use Script File 2.

ALL-IN-1 invokes the current script file. You do not need to supply input; the script runs automatically, supplying the necessary input to ALL-IN-1.

Refer to the Script Facility chapter in the *ALL-IN-1 Application Programmer's Reference, Volume 3: Applications* for more information on script files and SC Mode.

Executing a DCL Command Procedure. The Invoke Command Procedure (COM or COM2) option lets you execute a DCL command file. This option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the command file(s) you want to run.

To execute a DCL command file:

Enter COM to invoke Command File 1 or COM2 to invoke Command File 2.

ALL-IN-1 executes the commands contained in the DCL command procedure file.

Indexing Your Default Directory. The Index of Directory (I) option lets you display a list of the files contained in your default directory. This option is available from the VMS File Maintenance menu, where it appears as an option.

To display an index of your default directory:

Enter I.

ALL-IN-1 displays a listing of the files contained in your default directory. This listing contains the file name, the file size (in blocks), the date and time the file was created, and the protection codes for each file. ALL-IN-1 returns you to the VMS File Maintenance menu when the display finishes.

Indexing Your Target Directory. The Index of Target Directory (IT) option lets you display a list of the files contained in your target directory. This option is available from the VMS File Maintenance menu, where it appears as an option.

To display an index of your target directory:

Enter IT.

ALL-IN-1 displays a listing of the files contained in your target directory. This listing contains the file name, the file size (in blocks), the date and time the file was created, and the protection codes for each file. ALL-IN-1 returns you to the VMS File Maintenance menu when the display finishes.

Copying from File to File. The Copy File 1 to File 2 (CO) option lets you copy the contents of the file specified in the File 1 field to the file specified in the File 2 field. This option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the files you want to use.

To copy File 1 to File 2:

Enter CO.

ALL-IN-1 copies the contents of the file named in the File 1 field to the file named in the File 2 field, deleting whatever was in File 2 before the CO option was used. The files named in the File 1 and File 2 fields are now identical. ALL-IN-1 returns you to the VMS File Maintenance menu when the copy completes.

Renaming from File 1 to File 2. The Rename File 1 to File 2 (RN) option lets you rename the file specified in the File 1 field to the file name specified in the File 2 field. This option is available from the VMS File Maintenance menu, where it appears as an option. Use the Select Files option to choose the files you want to use.

To rename File 1 to File 2:

Enter RN.

ALL-IN-1 gives the file specified in the File 1 field the same name, but a higher version number, as the file specified in the File 2 field. ALL-IN-1 returns you to the VMS File Maintenance menu when the rename completes.

Hint:

- You can press NEXT SELECTION, Up Arrow, or Down Arrow to select a UDP. ALL-IN-1 selects the UDPs in alphabetical order.

Creating a User Defined Process

The Create (C) option lets you create a UDP. Creating a UDP is similar to creating any ALL-IN-1 document. You type keystrokes and commands into the UDP as you want ALL-IN-1 to execute them. The information you provide in the UDP is called the UDP definition. The Create option is available from the User-defined Process Maintenance menu, where it appears as an option.

To create a UDP:

1 Enter C.

2 Enter a name.

3 Type in the procedure for this UDP.

4 Press Gold F when you finish.

ALL-IN-1 displays the Create New UDP form. Enter a name for the UDP. When you press RETURN, ALL-IN-1 places you in your default editor. Type in the commands and keystrokes that you want this UDP to execute when you invoke it. Press Gold F when you finish. ALL-IN-1 stores the UDP, adds the UDP's name to the UDP List (in alphabetical order), returns you to the User-defined Process Maintenance menu, and displays the new UDP's name in the Current UDP Block.

ALL-IN-1 processes the keystrokes and text in this UDP each time you invoke it. The UDP name can be a character or a name up to nine characters long that describes its function. An example is SEND for a UDP that selects a document then sends it with the ALL-IN-1 Send (S) option.

See the Rules for Creating UDPs section in this chapter for a list of general rules and tables listing how to type keystrokes into a UDP.

Hints:

- You can store text as well as keystrokes. An example is a UDP that contains the header of a memorandum. Usually, however, you store text in a template document. Then you use a UDP to invoke that stored text.
- Press Gold Q or Gold K to leave the editor without saving the UDP.

Editing a User Defined Process

The Edit (E) option lets you make changes to a UDP. This option is available from the User-defined Process Maintenance menu, where it appears as an option. Use the Select option to choose the UDP you want to edit.

To edit a UDP:

1 Enter E.

2 Change the UDP as necessary.

3 Press Gold F when you finish.

ALL-IN-1 places you in your default editor and displays the text (current definition) of the current UDP. Make the necessary changes. When you press Gold F, ALL-IN-1 stores the new definition of the UDP and returns you to the User-defined Process Maintenance menu.

You edit a UDP as you would any other ALL-IN-1 document. The rules for using the ALL-IN-1 keyboard are the same. For instance, pressing RETURN places the cursor at the beginning of the next line. To insert a RETURN in your UDP definition, however, you must enclose the key name in braces. For example, to have the UDP execute a Carriage Return, type the following into the UDP:

{RETURN}

If you do not enclose text in braces, the UDP displays the text exactly as you typed it in the UDP definition. See the Rules for Creating UDPs section in this chapter for more information.

Hint:

- Press Gold Q or Gold K to leave the editor without saving any changes.

Deleting a User Defined Process

The Delete (D) option lets you delete a UDP. If you no longer need a specific UDP, you remove it from the UDP list. The Delete option is available from the User-defined Process Maintenance menu, where it appears as an option. Use the Select option to choose the UDP you want to delete.

To delete a UDP:

1 Enter D.

2 Enter Y to delete the UDP.

OR

Enter N to keep the UDP.

ALL-IN-1 asks if you want to delete this UDP. If you enter Y (yes) and press RETURN, ALL-IN-1 deletes the UDP, removes its name from the UDP List, returns you to the User-defined Process Maintenance menu, and removes the UDP's name from the Current UDP Block. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the User-defined Process Maintenance menu and does not delete the UDP or remove it from the UDP List.

The Delete option permanently erases the current UDP definition. Make sure that you are deleting the desired UDP. If you change your mind, enter N (no) at the prompt.

NOTE: ALL-IN-1 does not place the deleted UDP in the Wastebasket folder. You will not be able to recover the definition.

Printing a User Defined Process

The Print (P) option lets you create a paper copy of a UDP. This option is available from the User-defined Process Maintenance menu, where it appears as an option. Use the Select option to choose the UDP you want to print.

To print a UDP:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the UDP on the specified printer and returns you to the User-defined Process Maintenance menu.

Reading a User Defined Process

The Read (R) option lets you display a UDP on your terminal. This option is available from the User-defined Process Maintenance menu, where it appears as an option. Use the Select option to choose the UDP you want to display.

To read a UDP:

Enter R.

ALL-IN-1 displays the current UDP on the screen, 20 lines at a time. Press RETURN to read every 20 lines of text or press EXIT SCREEN to return to the menu.

If you press EXIT SCREEN during the display or RETURN at the end of the display, ALL-IN-1 returns you to the User-defined Process Maintenance menu.

Listing User Defined Processes

The Index (I) option lets you create a list of your UDPs. If you forget what you have called a UDP or want to see how many procedures you have defined to date, display your UDP Index. The Index option is available from the User-defined Process Maintenance menu, where it appears as an option.

To list all your UDPs:

Enter I.

ALL-IN-1 displays a list of all your UDPs in alphabetical order. The list contains the UDP name, the date you created it, and the date you last modified it. Figure 27-1 illustrates an example of the output of the Index option.

```
 UDP Name    Create Date    Modify Date

C            27-JUN-1984    27-JUN-1984
ONE          28-JUN-1984    28-JUN-1984
TEST         10-AUG-1984    10-AUG-1984
ZZ           29-MAY-1984    29-MAY-1984
```

Figure 27-1 Example of Output from the Index Option

Using a User Defined Process

You can use a UDP at any time.

To invoke a UDP:

1 Press Gold U.

2 Enter the name of the UDP you want to use.

ALL-IN-1 displays a form and asks you to enter the name of the UDP. Enter the name of the UDP you want to use. When you press RETURN, ALL-IN-1 displays a message that it is invoking the UDP, and executes the sequence of commands and/or keystrokes contained in the UDP.

For example, you can define a UDP named *UDPA* as:

{GOLD F} P {RETURN}

When you invoke *UDPA* while creating or editing a document, ALL-IN-1 files the document you are editing and displays the Printing Document form. Invoking *UDPA* at any ALL-IN-1 menu generates the same keystrokes, but the keystrokes may have a different effect.

Depending upon where you are in ALL-IN-1 when you invoke a UDP, ALL-IN-1 might return you to the ALL-IN-1 Main Menu or display a system message. Any keystrokes processed up to that point take effect.

ALL-IN-1 displays system messages when it encounters a problem during a UDP operation. Perhaps you typed the definition incorrectly or placed the keystrokes and commands in the wrong order. Edit the UDP and make any necessary corrections.

Hints:

- If your UDP does not complete an operation, you may have defined a UDP that invokes itself. See the Nesting User Defined Processes section in this chapter.
- If you try to invoke a UDP that contains no stored keystrokes, nothing happens.

Canceling a User Defined Process Operation

If you invoke a UDP and then decide you do not want to use it, you can stop it from completing its processing.

To cancel a UDP while it is processing:

Press CTRL/C.

ALL-IN-1 stops processing the commands and/or keystrokes in the UDP definition. Any keystrokes processed up to that point are already in effect. Pressing CTRL/C has different effects, depending on what operations were being performed at the time the UDP was canceled. ALL-IN-1 always returns you to the last menu displayed prior to invoking the UDP, if you invoked the UDP from a menu. If you invoked the UDP from within the editor, you may have to press RETURN to redisplay the document you are editing.

Nesting User Defined Processes

Including a UDP inside another is called nesting. Although a UDP cannot invoke itself, it can invoke a different UDP. For instance, the definition of a UDP called *APPLE* cannot contain the UDP called *APPLE* but it can contain a UDP called *TEST*. You might define *APPLE* as follows:

{GOLD U} ONE {RETURN} {GOLD U} ONE {RETURN} {GOLD U} TEST {RETURN}

APPLE tells ALL-IN-1 to process the keystrokes in *ONE* twice, then the keystrokes in *TEST*. The definition of *ONE* in this example might itself invoke another UDP. A UDP could, therefore, nest all remaining UDPs in its definition.

Refer to the *ALL-IN-1 Application Programmer's Reference, Volume 3: Applications*, for more information on nesting UDPs.

Rules for Creating User Defined Processes

Follow these rules when you create or edit a UDP definition:

- The standard ALL-IN-1 editing commands are in effect. Alphanumeric characters display exactly as they are typed, uppercase or lowercase. Refer to the ALL-IN-1 Editor chapter in this book for information on using the editor. If, while working on a definition, you want to start again, press Gold Q to end the editing session and then begin again.
- You must type keyboard functions into the document and enclose them in braces ({ }). The braces tell ALL-IN-1 to process a keystroke such as pressing RETURN after selecting a menu option (FC {RETURN}) or filing a document from the editor and mailing it directly from the ALL-IN-1 menu ({GOLD F} S {RETURN}). The braces also help separate keyboard function names. ALL-IN-1 recommends typing keyboard functions into a UDP in all uppercase letters.
- You can abbreviate keyboard functions in the definition. For example you can abbreviate RUB CHAR OUT as {RUBCHR}. Similarly, moving the cursor one space in a document or form can be typed as {SP}. When you invoke a UDP with these abbreviations, the {RUBCHR} deletes a character to the left of the cursor and the {SP} moves the cursor one character. See Table 27-2 for a list of acceptable abbreviations for the WPS keyboard functions; see Table 27-3 for a list of acceptable abbreviations for the EDT keyboard functions.

  See your ALL-IN-1 system manager for the location of a table that contains all possible UDP and script commands.

NOTE: Because ALL-IN-1 uses the left and right braces to recognize keystroke commands, to actually include braces in a document, you must use their ASCII decimal values 123 and 125 for the left and right braces, respectively.

- Blank spaces between keystrokes and text in a UDP document are significant, but leading and trailing spaces are ignored. For example:

```
{GOLD C} My Document {RETURN} {RETURN} The quick bro
wn fox  {TAB} Jumped
over the lazy dog.
```

When you invoke this UDP while editing a document, the text will appear as follows:

```
                        My Document

The quick brown fox          Jumped over the lazy dog.
```

- You can type keystrokes and text into the definition horizontally across the page or vertically in columns. For example, you can type:

```
Tasks for Today {RETURN} {RETURN}{TAB} 1. Attend staff
meeting.  {RETURN}{TAB} 2. Complete budget.
```

OR

```
Tasks for Today
{RETURN}
{RETURN}
{TAB}
1. Attend staff meeting.
{RETURN}
{TAB}
2. Complete budget.
```

When invoked, this UDP will display as follows:

```
Tasks for Today

        1. Attend staff meeting.

        2. Complete budget.
```

- The only keystroke sequences you cannot put into a UDP definition are: Control C (CTRL/C) and Control Y (CTRL/Y). Control C cancels UDP processing and returns you to the previous menu or form. Control Y ends the ALL-IN-1 editing session and ALL-IN-1 operation. Whether you are editing a document, or working with an

ALL-IN-1 menu option, Control Y logs you out of ALL-IN-1 and displays the VMS prompt ($) or logs you out of ALL-IN-1 and out of VMS. You can save any document text created up to that point in a journal file that you can recover the next time you edit that document. However, you may lose some data.

Table 27-2 WPS Keystrokes in a UDP Definition

WPS Keystroke(s)	Typed in UDP as
ADVANCE	{ADVANC}
BACKUP	{BACKUP}
CUT	{CUT}
DEL CHAR	{DELCHR}
DEL WORD	{DELWRD}
DOWN ARROW	{DOWN}
LEFT ARROW	{LEFT}
LINE	{LINE}
PAGE	{PAGE}
PARA	{PARA}
PASTE	{PASTE}
RETURN	{RETURN} or {CR}
RIGHT ARROW	{RIGHT}
RUB CHAR OUT	{RUBCHR}
RUB WORD OUT	{RUBWRD}
SEL	{SEL}
SENT	{SENT}
SPACE	{SPACE}
TAB	{TAB}
UP ARROW	{UP}
UPPER CASE	{UPPER}
WORD	{WORD}
Gold <>	{GOLD <>}
Gold ADVANCE	{GOLD ADV}
Gold BACKUP	{GOLD BACK}
Gold BOT DOCMT	{GOLD B}
Gold CENTR	{GOLD C}
Gold CMND	{GOLD [}
Gold CONT SRCH	{GOLD .}

(continued)

Table 27-2 WPS Keystrokes in a UDP Definition (Cont.)

WPS Keystroke(s)	Typed in UDP as
Gold CONT SRCH & SEL	{GOLD /}
Gold CUT	{GOLD CUT}
Gold DATE & TIME	{GOLD \}
Gold DEL CHAR *	{GOLD DEL}
Gold DEL WORD *	{GOLD DEL}
Gold FILE DOCMT	{GOLD F}
Gold GET DOCMT	{GOLD G}
Gold MENU	{GOLD M}
Gold NEW PAGE	{GOLD N}
Gold PAGE	{GOLD PAGE}
Gold PAGE MARKER	{GOLD P}
Gold PARA MARKER	{PARMRK}
Gold PASTE	{GOLD PASTE}
Gold PRINT HYPH	{GOLD -}
Gold RUB LINE	{RUBLIN}
Gold RUB SENT	{RUBSEN}
Gold RULER	{GOLD R}
Gold SRCH	{GOLD ,}
Gold SUPER SCRIPT	{GOLD Q}
Gold TOP DOCMT	{GOLD T}
Gold UPPER CASE	{GOLD UPPR}

NOTE: Gold DEL CHAR and Gold DEL WORD have the same abbreviation in a UDP because they perform the same function of reinserting deleted text.

Table 27-3 EDT Keystrokes in a UDP Definition

EDT Keystroke(s)	Typed in UDP as
ADVANCE	{KEY 4}
APPEND	{KEY 9}
BACKSPACE	{BACK SPACE} or {BS}
BACKUP	{KEY 5}
BOTTOM	{GOLD KEY 4}
CHANGE CASE	{GOLD KEY 1}
CHAR	{KEY 3}
COMMAND	{GOLD KEY 7}
CUT	{KEY 6}
DELETE	{DELETE}
DELCHAR	{COMMA}
DELEOL	{GOLD KEY 2}
DELLINE	{PF4}
DELWORD	{HYPHEN}
DOWN ARROW	{DOWN}
ENTER	{ENTER}
EOL	{KEY 2}
FILL	{GOLD KEY 8}
FIND	{GOLD PF3}
FINDNXT	{PF3}
Gold	{GOLD}
LEFT ARROW	{LEFT}
LINE	{KEY 0}
LINEFEED	{LF}
OPEN LINE	{GOLD KEY 0}
PAGE	{KEY 7}
PASTE	{GOLD KEY 6}
REPLACE	{GOLD KEY 9}
RESET	{GOLD PERIOD}
RETURN	{RETURN} or {CR}
RIGHT ARROW	{RIGHT}
SECT	{KEY 8}
SELECT	{PERIOD}
SPACE	{SPACE}
SPECINS	{GOLD KEY 3}

(continued)

Table 27-3 EDT Keystrokes in a UDP Definition (Cont.)

EDT Keystroke(s)	Typed in UDP as
TAB	{TAB}
TOP	{GOLD KEY 5}
UNDELCHR	{GOLD COMMA}
UNDELLIN	{GOLD PF4}
UNDELWRD	{GOLD HYPHEN}
UP ARROW	{UP}
WORD	{KEY 1}

28

The File Cabinet

ALL-IN-1 stores all documents you file in folders in the ALL-IN-1 File Cabinet and assigns a unique number to each document. (See Figure 28-1.) ALL-IN-1 stores folders in alphabetical order and documents in folders in order by date and time of creation, with the newest document first.

When you create a document, you specify the folder you want to store it in. If the folder does not exist, ALL-IN-1 creates the folder.

The information you specify when you create a document is part of that document's header information. Document header information includes the following:

- A folder name (Folder)
- A document name (Title)
- A unique number (Number)
- Keywords

The keywords are those you provide in the Keywords field of the Creating New Document form. Though the keywords do not appear in the Current Document Block, they are part of the document header used to locate documents across folders in the ALL-IN-1 File Cabinet.

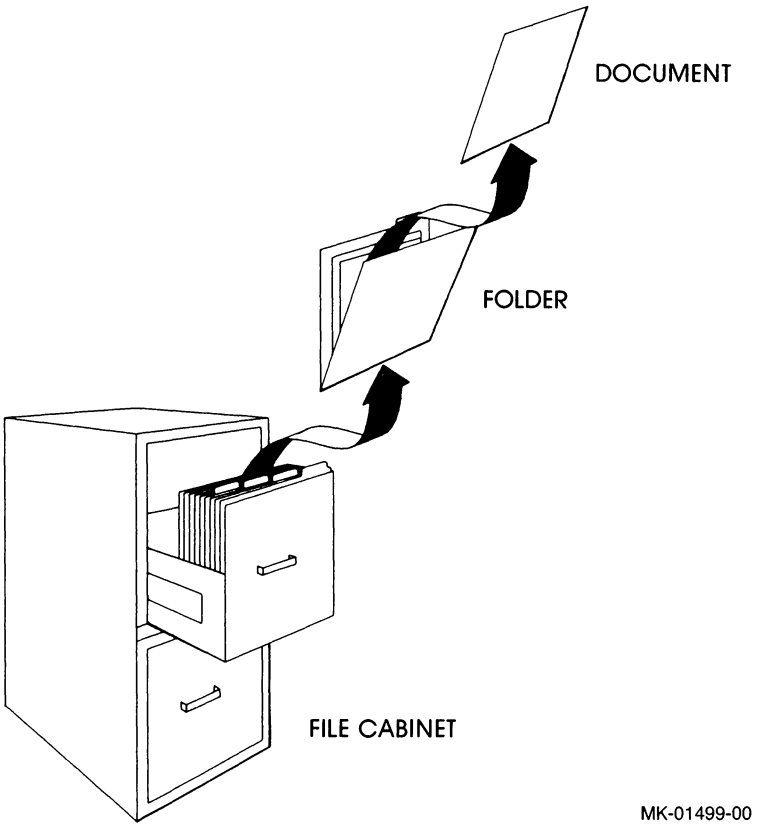


Figure 28-1 ALL-IN-1 File Cabinet

The ALL-IN-1 File Cabinet is similar in function to a standard office file cabinet. It requires regular maintenance to remove outdated information, reorganize documents, and update header information. The File Cabinet Management Subsystem lets you perform these tasks and other tasks.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the File Cabinet Management Subsystem

The File Cabinet Management (FC) option is available from the ALL-IN-1 Main Menu, and the Word and Document Processing and Programming Functions menus, where it appears as an option, and from any subsystem menu.

To access the File Cabinet Management Subsystem:

Enter FC.

ALL-IN-1 displays the File Cabinet menu. Table 28-1 lists the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 28-1 File Cabinet Menu Options

Use		To
SEL	Select	Choose the document you want to work with.
RFD	Refile Document	Move a document from one folder to another.
XFD	Cross-File Document	Place, in a second folder, a reference to the current document.
MCD	Make Copy of Document	Copy text from an existing document creating a new document with a different title, folder, and document number.
MP	Multiple Print	Send one or more documents to the printer.
MD	Multiple Delete	Remove one or more documents from a folder and place them in your Wastebasket folder.
EW	Empty the Wastebasket	Delete all the documents in your Wastebasket folder.
U	Update Index Information	Change header information for a document in your File Cabinet.
L	Locate Document	Display the Locate Document menu.
RFF	Refile Folder	Move all the documents from one folder into another folder.
XFF	Cross-File Folder	Place, in a second folder, a reference to all the documents in the current folder.
MCF	Make Copy of Folder	Copy text from existing documents in one folder to documents with the same titles but different folder names and document numbers.
DF	Delete Folder	Delete an entire folder.
SP	Scratch Pad	Display the Scratch Pad menu.
CD	Convert Document	Convert a document from one form to another.
PI	Print Index	Create a paper copy listing of the selected documents or of the entire File Cabinet.
FCO	File Cabinet Reorganization	Reorganize the document index files in your File Cabinet.

The Folder, Title, and Number fields on the File Cabinet menu form the Current Document Block. These fields display header information for the document, mail message, or module with which you can work. The current document fields are maintained on the ALL-IN-1 menus from one session to another even if you leave ALL-IN-1.

Selecting a Document

The Select (SEL) option lets you retrieve a document from your File Cabinet. This option is available from the File Cabinet menu, where it appears as an option.

To select a document:

1. Enter SEL.
2. Enter a folder name and/or a document name and/or a document number.

ALL-IN-1 displays the Selecting Current Document form with the cursor positioned in the Title field. The Folder field contains the name of the folder that is displayed in the Current Document Block. Enter a different folder name if the document you want is not in the current folder. Enter a document title and/or a document number to choose the document you want. When you press RETURN, ALL-IN-1 returns you to the File Cabinet menu and displays the selected document's header information in the Current Document Block.

You can enter information into any combination of the Folder field, Title field, and Number field. ALL-IN-1 restricts its search for the document based upon the information you enter.

The document you want to select must already exist in the File Cabinet. If the document is not found, an error message displays indicating that the specified document was not found. Enter another document name or number.

Hint:

- Use the following keys to select a document while on the File Cabinet menu:
  - Down arrow to select the next document in the current folder
  - Up arrow to select the first document in the current folder
  - Gold Up Arrow to select the first document in your File Cabinet
  - Gold T to select the first document in your File Cabinet
  - Gold Down Arrow to select the first document in the next folder

Refiling a Document

The Refile Document (RFD) option lets you move the current document from one folder to another. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the document you want to refile.

To file a document in another folder:

1 Enter RFD.

2 Enter a folder name.

3 Enter a new title for the document if you want.

ALL-IN-1 displays the Refiling Document form. Enter the name of the folder into which you want to file the current document. You can also enter a new title for the document. When you press RETURN, ALL-IN-1 places the current document into the new folder, returns you to the menu from which you entered the Refile Document option, and displays the new folder name and document title in the Current Document Block. This document now exists in the new folder.

To change any of the document's header information, use the Update Index Information option.

Cross-Filing a Document

The Cross-File Document (XFD) option lets you assign another folder name and title to the current document. You can select a cross-filed document using either folder name. The Cross-File Document option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the document you want to cross-file.

To cross-file a document:

1 Enter XFD.

2 Enter a folder name.

3 Enter a new title for the document if you want.

ALL-IN-1 displays the Cross-Filing Document form. Enter the name of the folder into which you want to place a reference to the current document. Enter a new title for the document if you want. When you press RETURN, ALL-IN-1 creates an additional File Cabinet entry referencing the current document in your File Cabinet, returns you to the menu from which you entered the Cross-File document option, and displays the second folder name and the document title in the Current Document Block. Only one copy of the document really exists. Each header of a cross-filed document could contain different information, such as the document title, but the contents of the document is the same. The next time you select this document, you may enter either folder name. The cross-filed document has the same document number as the original document.

NOTE: You can cross-file a document any number of times, but you cannot cross-file a document into a folder it already resides in.

Duplicating a Document

The Make Copy of Document (MCD) option lets you create an exact copy of a document and file it with new header information. This option is available from the File Cabinet menu, where it appears as an option, and from the

Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the document you want to duplicate.

To duplicate a document:

1 Enter MCD.

2 Enter a folder name.

3 Enter a new title for the document if you want.

ALL-IN-1 displays the Making Copy of Document form. Enter the name of the folder into which you want to place the duplicate document. Enter a new title for the document if you want. When you press RETURN, ALL-IN-1 copies the current document text into the folder you specified, gives the document the title you specified, and gives the document a new number. ALL-IN-1 then returns you to the menu from which you entered the Make Copy of Document option and displays the new folder name, title, and number in the Current Document Block.

You now have two documents with identical text but different numbers and folder names, and different titles, if you specified a new title.

Printing More Than One Document

The Multiple Print (MP) option lets you print more than one document at a time without having to perform several separate operations. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To print more than one document:

1 Enter MP.

2 Press Gold A if you want to enter more information.

3 Enter information into whatever fields you want.

ALL-IN-1 displays the Multiple-Print Index form. The Folder field contains the name of the current folder. If you press Gold A, ALL-IN-1 displays a larger selection of fields for you to enter information into to create the Selection List.

Enter information into the fields you want ALL-IN-1 to use to locate the documents you want included in the Selection List. When you press RETURN, ALL-IN-1 displays the list of selected documents on the Multiple-Print Index form and instructs you to press RETURN.

When you press RETURN, ALL-IN-1 creates the Selection List and displays the Multiple Document Menu. You can print all the documents on the Selection List at one time or display each document's header information before printing it.

Printing All the Documents on the Selection List. The All Documents at Once (A) option lets you print all the documents on the Selection List at one time. This option is available from the Multiple Document Menu, where it appears as an option.

To print all the documents at once:

Enter A.

ALL-IN-1 displays the Printing Document form. Enter the appropriate information into the fields. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints all the documents on the Selection List on the specified printer and returns you to the File Cabinet menu.

Checking Each Document's Header Before Printing. The Check Each Document (C) option lets you display and check the header information for each document on the Selection List before printing it. This option is available from the Multiple Document Menu, where it appears as an option.

To check each document:

1 Enter C.

2 Enter Y if you want to print the document.

Enter N if you do not want to print the document.

Enter O if you want to display the Multiple Print Additional Options menu.

ALL-IN-1 displays the folder name and the title and number of the first document on the Selection List. Enter Y (yes) and press RETURN to print the document; enter N (no) and press RETURN to display the next document's header information without printing the currently displayed document; enter O (options) and press RETURN to display the Multiple Print Additional Options menu.

If you enter Y (yes) and press RETURN, ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the document on the specified printer, returns you to the Multiple Document Menu, and displays the header information for the next document on the Selection List.

If you enter N (no) and press RETURN, ALL-IN-1 displays the header information for the next document on the Selection List.

If you enter O (options), ALL-IN-1 displays the Multiple Print Additional Options menu. Table 28-2 lists the options available from this menu. Review this table to become familiar with these options.

Table 28-2 Multiple Print and Multiple Delete Additional Options Menu Options

Use		To
E	Edit	Make changes to the document.
D	Delete	Delete the document.
P	Print	Create a paper copy of the document.
R	Read	Display the document on the terminal.
S	Send by MAIL	Send the document to other ALL-IN-1 users.
RFD	Refile Document	Move a document from one folder to another.
XFD	Cross-file	Cross-reference a document that is in one folder to a second folder.
MCD	Make Copy of Document	Copy text from an existing document to a new document with a different title, folder, and document number.
U	Update Index	Change the document's header information.

Refer to the Word and Document Processing chapter in this book for information on the Edit, Delete, Print, Read, and Send by MAIL options.

Refer to the sections of this chapter on refiling documents, cross-filing documents, duplicating documents, and updating header information for information on the Refile Document, Cross-file, Make Copy of Document, and Update Index options.

NOTE: If you use the Refile Document option from the Multiple Delete Additional Options menu, answer N (No) when you return to the `Delete this document?` *prompt. If you enter Y (Yes), both copies of the document will be deleted.*

Deleting More Than One Document

The Multiple Delete (MD) option lets you delete more than one document at a time without having to perform separate operations. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To delete several documents at one time:

1 Enter MD.

2 Press Gold A if you want to enter more information.

3 Enter information into whatever fields you want.

ALL-IN-1 displays the Multiple-Delete Index form. The Folder field contains the name of the current folder. If you press Gold A, ALL-IN-1 displays a larger selection of fields for you to enter information into to create the Selection List.

Enter information into the fields you want ALL-IN-1 to use to locate the document you want included in the Selection List. When you press RETURN, ALL-IN-1 displays the list of selected documents on the Multiple-Delete Index form and instructs you to press RETURN.

When you press RETURN, ALL-IN-1 creates a Selection List and displays the Multiple Document Menu. You can delete all the documents on the Selection List at one time or display each document's header information before deleting it.

Deleting All the Documents on the Selection List. The All Documents at Once (A) option lets you delete all the documents on the Selection List at one time. This option is available from the Multiple Document Menu, where it appears as an option.

To delete all the documents at once:

Enter A.

ALL-IN-1 removes all the documents on the Selection List from the folder, places them in your Wastebasket, and returns you to the File Cabinet menu.

Checking Each Document's Header Before Deleting. The Check Each Document (C) option lets you display and check the header information for each document on the Selection List before deleting it. This option is available from the Multiple Document Menu, where it appears as an option.

To check each document:

1 Enter C.

2 Enter Y if you want to delete the document.

Enter N if you want to keep the document.

Enter O if you want to display the Multiple Delete Additional Options menu.

ALL-IN-1 displays the folder name and the title and number of the first document on the Selection List. Enter Y (yes) and press RETURN to delete the document; enter N (no) and press RETURN to display the next document's header information; enter O (options) and press RETURN to display the Multiple Delete Additional Options menu.

If you enter Y (yes) and press RETURN, ALL-IN-1 removes the document from the folder, places it in your Wastebasket, and displays the header information for the next document on the Selection List. ALL-IN-1 returns you to the File Cabinet menu if the document was the last one on the Selection List.

If you enter N (no) and press RETURN, ALL-IN-1 displays the header information for the next document on the Selection List. ALL-IN-1 returns you to the File Cabinet menu if the document was the last one on the Selection List.

If you enter O (options) and press RETURN, ALL-IN-1 displays the Multiple Delete Additional Options menu. Refer to Table 28-2 for a list of these options.

Hint:

- ALL-IN-1 moves all deleted documents to your Wastebasket folder. This lets you recover documents deleted by mistake. Go to the Wastebasket section in this chapter for information on how to list and refile deleted documents.

Emptying Your Wastebasket Folder

The Empty the Wastebasket (EW) option lets you delete ALL documents in the Wastebasket folder. Documents deleted from your Wastebasket are permanently removed from the File Cabinet. You cannot retrieve these documents. The Empty the Wastebasket option is available from the File Cabinet menu, where it appears as an option, and from many of the subsystem menus.

To delete documents from your Wastebasket folder:

1 Enter EW.

2 Enter Y if you want to empty your Wastebasket.

OR

Enter N if you do not want to empty your Wastebasket.

ALL-IN-1 asks if you want to delete all the documents in your Wastebasket. Enter Y (yes) and press RETURN to delete all the documents. Enter N (no) and press RETURN to cancel the delete operation.

If you enter Y (yes) and press RETURN, ALL-IN-1 deletes all the documents in your Wastebasket and returns you to the menu from which you entered the Empty the Wastebasket option. These documents can no longer be retrieved.

If you enter N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the Empty the Wastebasket option and does not delete the documents in your Wastebasket. The documents can still be retrieved.

Updating Header Information

The Update Index Information (U) option lets you change the header information for a document. This option is available from the File Cabinet menu and the Editor Menu, where it appears as an option, and the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To update a document's header information:

1 Enter U.

2 Make whatever changes you want.

ALL-IN-1 displays the Update Index Information form. The Folder and Title fields contain the names of the current folder and document.

You can modify the title, author, handling, and associated keywords. Although the document number, creation date, and last modification date appear on the form, you cannot change these fields. If you change the document title and/or keywords, you must use the new title and/or keywords the next time you select this document.

When you press RETURN, after making the desired changes, ALL-IN-1 updates the document's header information and returns you to the menu from which you entered the Update Index Information option. If you changed the document's title, ALL-IN-1 displays the new title in the Current Document Block.

Locating a Document

The Locate Document (L) option lets you find documents and folders in your File Cabinet. This option is available from the File Cabinet menu, where it appears as an option, and the Word and Document Processing, Document Transfer, and Electronic Messaging menus. The options on the Locate Document menu let you move quickly through your File Cabinet.

To use the Locate Document option:

Enter L

ALL-IN-1 displays the Locate Document menu. Table 28-3 lists the options available from this menu. Review this table to become familiar with these options.

The Locate Document menu options cause ALL-IN-1 to search your File Cabinet from your current position to the end of your File Cabinet. If ALL-IN-1 does not find the requested document or folder before reaching the end of your File Cabinet, ALL-IN-1 goes to the beginning of your File Cabinet and continues searching for the requested document or folder.

Table 28-3 Locate Document Menu Options

Use		To
N	Next in folder	Find the next document in the current folder.
NN	Next of same number	Find the next document with the same number as the current document.
NT	Next of same title	Find the next document with the same title as the current document.
TF	Top of Folder	Find the first document in the current folder.
TC	Top of Cabinet	Find the first document in the File Cabinet.
NF	Next folder	Find the next folder in the File Cabinet.

Finding the Next Document in a Folder. The Next in Folder (N) option lets you make the next document in the current folder the current document. This option is available from the Locate Document menu, where it appears as an option, and from the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the next document in the current folder:

Enter N.

ALL-IN-1 makes the next document in the current folder the current document, returns you to the menu from which you entered the Next in Folder option, and displays the document title in the current block.

Finding the Next Document with the Same Number. The Next of Same Number (NN) option lets you find another document that has the same document number as the current document. This option is available from the Locate Document menu, where it appears as an option, and the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the next document with the same number:

Enter NN.

ALL-IN-1 searches the File Cabinet until it finds the next document that has the same document number as the current document. Then, ALL-IN-1 returns you to the menu from which you entered the Next of Same Number option and displays the folder name, document title, and document number of the selected document in the current block.

NOTE: *You can have more than one document with the same number only if you have cross-filed the document.*

Finding the Next Document with the Same Title. The Next of Same Title (NT) option lets you find the next document in your File Cabinet that has the same title as the current document. This option is available from the Locate Document menu, where it appears as an option, and the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the next document with the same title:

Enter NT.

ALL-IN-1 searches your File Cabinet for the next document that has the same title as the current document. Then ALL-IN-1 returns you to the menu from which you entered the Next of Same Title option and displays the folder name, document title, and document number in the current block.

Finding the First Document in the Folder. The Top of Folder (TF) option lets you find the first document in the current folder. This option is available from the Locate Document menu, where it appears as an option, and the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the first document in the folder:

Enter TF.

ALL-IN-1 makes the first document in the current folder the current document, returns you to the menu from which you entered the Top of Folder option, and displays the folder name, document title, and document number in the current block.

Finding the First Document in the File Cabinet. The Top of Cabinet (TC) option lets you find the first document in your File Cabinet. This option is available from the Locate Document menu, where it appears as an option, and the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the first document in your File Cabinet:

Enter TC.

ALL-IN-1 makes the first document in your File Cabinet the current document, returns you to the menu from which you entered the Top of Cabinet option, and displays the folder name, document title, and document number in the current block.

Finding the Next Folder. The Next Folder (NF) option lets you find the next folder in your File Cabinet. This option is available from the Locate Document menu, where it appears as an option, and the File Cabinet, Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To find the next folder:

Enter NF.

ALL-IN-1 makes the next folder and its first document the current folder and document, returns you to the menu from which you entered the Next Folder option, and displays the folder name, document title, and document number in the current block.

If the current folder is the last folder in your File Cabinet, ALL-IN-1 returns you to the menu from which you entered the Next Folder option, selects the first document in your File Cabinet, and displays the message `You have reached the bottom of your File Cabinet.`

Refiling All the Documents in a Folder

The Refile Folder (RFF) option lets you move all the documents in the current folder to another folder. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the folder you want to refile.

To refile an entire folder:

1 Enter RFF.

2 Enter a name for the new folder.

ALL-IN-1 displays the Refiling Entire Folder form. Enter the name of the folder into which you want to place all the documents in the current folder. When you press RETURN, ALL-IN-1 places all the documents in the current folder into the folder you specified, returns you to the menu from which you entered the Refile Folder option, and displays the new folder name and the title and number of the last document in the folder in the Current Document Block.

NOTE: Use the Refile Folder option only to move all the documents in a folder to another folder. To change the titles and/or associated keywords for each document, use the Update Index Information option.

Cross-Filing All Documents in a Folder

The Cross-File Folder (XFF) option lets you assign another folder name to all the documents in the current folder. You can access all cross-filed documents using either folder name. This option does not place copies of the documents into the new folder; it places a reference to the location of the documents into the new folder. The Cross-File Folder option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the folder you want to cross-file.

To cross-file an entire folder:

1 Enter XFF.

2 Enter a folder name.

ALL-IN-1 displays the Cross-Filing Entire Folder form. Enter the name of the folder into which you want a reference placed. When you press RETURN, ALL-IN-1 creates an additional File Cabinet entry, with the same document number, for each document in the current folder, returns you to the menu from which you entered the Cross-File Folder option, and displays the new folder name and the document title and number of the last document in the folder in the Current Document Block.

Each document now has more than one folder name, the original folder name and the new folder name. The next time you select a document from this folder, you can enter either folder name.

Duplicating an Entire Folder

The Make Copy of Folder (MCF) option lets you duplicate all the documents in a folder and file them in a new folder. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the folder you want to duplicate.

To duplicate all the documents in a folder:

1 Enter MCF.

2 Enter a folder name.

ALL-IN-1 displays the Copying Entire Folder form. Enter the name of the folder into which you want to place the duplicate documents. If the folder does not exist, ALL-IN-1 creates it. When you press RETURN, ALL-IN-1 places a copy of each document in the original folder into the new folder, returns you to the menu from which you entered the Make Copy of Folder option, and displays the new folder name and the document title and number of the last document in the folder in the Current Document Block.

Duplicate documents have different numbers and may have different titles. Two copies of each document now exist, one in the original folder and one in the new folder.

The order of documents in the new folder is the reverse of the order of documents in the original folder. For example, the order in the original folder is A, B, C; the order in the new folder is C, B, A.

Deleting a Folder

The Delete Folder (DF) option lets you delete all documents from a folder. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the folder you want to delete.

To delete an entire folder:

1 Enter DF.

2 Enter Y to delete the folder.

OR

Enter N to keep the folder.

ALL-IN-1 asks if you want to delete the folder. If you respond N (no) and press RETURN, ALL-IN-1 does not delete the folder. If you respond Y (yes) and press RETURN, ALL-IN-1 places all the documents in the current folder into your Wastebasket, deletes the folder, and displays the name of the next folder in your File Cabinet and the document title and number of its first document in the Current Document Block.

Scratch Pad

The Scratch Pad (SP) option lets you work with the ALL-IN-1 Scratch Pad. The Scratch Pad is not a document but a temporary file. You can save the contents of the Scratch Pad by filing or printing them. The Scratch Pad option is available from the File Cabinet menu, and the Interrupt Menu. where it appears as an option, and from the Main Menu and any subsystem menu.

The Scratch Pad menu options let you edit, print, read, mail, delete, and file the contents of the Scratch Pad.

To use the Scratch Pad option:

Enter SP.

OR

Press Gold *.

ALL-IN-1 displays the Scratch Pad menu. If you enter the Scratch Pad option from the Interrupt Menu while in an editor, ALL-IN-1 displays the Scratch Pad Editor Menu. Refer to the Special Menus chapter in this book for information on the Interrupt Menu.

Table 28-4 lists the options available from the Scratch Pad menu. Review this table to become familiar with these options.

Table 28-4 Scratch Pad Menu Options

Use		To
E	Edit	Modify the contents of the Scratch Pad.
P	Print	Print the contents of the Scratch Pad.
R	Read	Display the contents of the Scratch Pad on the terminal.
S	Send by mail	Send the contents of the Scratch Pad to others.
D	Delete contents	Delete the contents of the Scratch Pad.
F	File contents	Place the contents of the Scratch Pad in a document.

Editing the Scratch Pad Contents. The Edit (E) option lets you make changes to the contents of the Scratch Pad. This option is available from the Scratch Pad menu, where it appears as an option. If you invoke the Scratch Pad during an editing session, the Edit option is not available.

To edit the Scratch Pad:

Enter E.

ALL-IN-1 places you in your default editor and displays the contents of the Scratch Pad. Make whatever changes you want. When you press Gold F, ALL-IN-1 saves the contents of the Scratch Pad in a temporary file and returns you to the Scratch Pad menu.

Printing the Scratch Pad Contents. The Print (P) option lets you create a paper copy of the contents of the Scratch Pad on the specified printer. The Print option is available from the Scratch Pad menu and from the Scratch Pad Editor Menu.

To print the contents of the Scratch Pad:

1 Enter P.

2 Complete the appropriate fields.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the contents of the Scratch Pad on the specified printer and returns you to the menu from which you entered the Print option.

Reading the Scratch Pad Contents. The Read (R) option lets you view the contents of the Scratch Pad. You cannot make any changes to the contents; to make changes, use the Edit option. The Read option is available from the Scratch Pad menu and from the Scratch Pad Editor Menu.

To read the Scratch Pad contents:

Enter R.

ALL-IN-1 displays the contents of the Scratch Pad on the terminal. When you press RETURN, ALL-IN-1 returns you to the menu from which you entered the Read option.

Mailing the Scratch Pad Contents. The Send by mail (S) option lets you send the contents of the Scratch Pad to others, whether or not they are ALL-IN-1 users. This option is available from the Scratch Pad menu and from the Scratch Pad Editor Menu.

Refer to the Sending a Document section in the Word and Document Processing chapter in this book for information on using the Send by mail option.

Deleting the Scratch Pad Contents. The Delete Contents (D) option lets you delete the contents of the Scratch Pad. This option is available from the Scratch Pad menu and from the Scratch Pad Editor Menu.

To delete the contents:

1 Enter D.

2 Enter Y to delete the Scratch Pad contents.

OR

Enter N to keep the Scratch Pad contents.

ALL-IN-1 asks if you want to delete the contents of the Scratch Pad. If you respond N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the Delete Contents option and does not delete the contents of the Scratch Pad. If you respond Y (yes) and press RETURN, ALL-IN-1 deletes the contents of the Scratch Pad and returns you to the menu from which you entered the Delete Contents option.

Hint:

- Use the File Contents option, before using the Delete option, if you want to save the contents of the Scratch Pad in a document.

Filing the Scratch Pad Contents. The File Contents (F) option lets you create a document that contains the contents of the Scratch Pad. This option is available from the Scratch Pad menu and from the Scratch Pad Editor Menu.

To file the contents:

1. Enter F.
2. Enter a folder name.
3. Enter a document title.
4. Enter keywords for the document.
5. Press Gold A if you want to enter additional header information.
6. Enter an author name.
7. Enter a handling for the document.

ALL-IN-1 displays the Creating From Scratch Pad form. The Folder field contains the name of the current folder. You can enter another folder name if you want. Enter a title for the document. Enter any keywords you want associated with the document. If you press Gold A, ALL-IN-1 displays the Additional Fields for Create and Template Document forms. The Author field contains your full name; enter a different author name, if you want. Enter a handling for the document, such as Memo or RUNOFF. When you press RETURN, ALL-IN-1 creates the folder if it does not exist, creates the document in the specified folder, and returns you to the menu from which you entered the File Contents option.

NOTE: If you enter information in the fields on the Template Document form, ALL-IN-1 does not merge the template document.

Converting Documents

The Convert Document (CD) option lets you change the format of the current document to a different format. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Use the Select option to choose the document you want to convert.

To convert a document:

1. Enter CD.
2. Enter the name of the format you want.
3. Enter a folder name.
4. Enter a title for the document.
5. Enter keywords for the document.

ALL-IN-1 displays the Document Conversion form. Enter the name of the format you want to convert the current document to. When you press RETURN, ALL-IN-1 displays the Creating Converted Document form. The Folder field contains the name of the current folder. You can enter a different folder name if you want. Enter a title for the document and any keywords you want to associate with that document. When you press RETURN, ALL-IN-1 creates the new document, converts the original document into the format you specified, returns you to the menu from which you entered the Convert Document option, and displays the folder name and document name and number of the converted document in the current block.

NOTE: If you press Gold A and enter information in the fields on the Template Document form, ALL-IN-1 does not merge the template document because the Convert Document option creates a document from an existing document.

Printing an Index of Your File Cabinet

The Print Index (PI) option lets you print an index of a single document, a single folder, or your entire File Cabinet. This option is available from the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To print an index:

1 Enter PI.

2 Press Gold A if you want to enter more search criteria.

3 Enter information into the fields you want to search on.

OR

Leave all fields blank to index the entire File Cabinet.

ALL-IN-1 displays the File Cabinet Print Index form. The Folder field contains the name of the current folder. If you press Gold A, ALL-IN-1 displays a larger selection of fields you can enter information into to search your File Cabinet.

If you want to print an index of a particular document, enter the name of the folder containing the document and the document title. If you want to print an index of a group of documents in a folder, enter the name of the folder and the range of numbers for the documents. If you want to print an index of a particular folder, enter the name of the folder and leave the other fields blank. If you want to print an index of your entire File Cabinet, press DELETE FIELD to clear the Folder field and leave all fields blank.

If you want to narrow the search, enter information into the Creation Date, Type, Handling, and/or Author fields.

When you press RETURN, ALL-IN-1 creates the index listing of the specified documents and displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, ALL-IN-1 prints the index listing on the specified printer and returns you to the menu from which you entered the Print Index option.

Reorganizing Your File Cabinet

The File Cabinet Reorganization (FCO) option lets you reorganize your document index files so that they use storage space more efficiently and are easier to use. This option is available from the File Cabinet and User Setup Parameters menus, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To reorganize your File Cabinet:

1 Enter FCO.

2 Enter Y if you want to reorganize your File Cabinet.

OR

Enter N if you do not want to reorganize your File Cabinet.

ALL-IN-1 asks if you want to reorganize your File Cabinet. If you enter N (no) and press RETURN, ALL-IN-1 returns you to the menu from which you entered the File Cabinet Reorganization option and does not reorganize your File Cabinet. If you enter Y (yes) and press RETURN, ALL-IN-1 reorganizes your File Cabinet and returns you to the menu from which you entered the File Cabinet Reorganization option. The reorganization does not change your document's contents, header information, or numbers.

NOTE: The reorganization of your File Cabinet may take a few minutes, if you have added or deleted a large number of documents.

Hint:

- Reorganize your File Cabinet if you have deleted or added a number of documents.

The Wastebasket

ALL-IN-1 places documents you delete from folders in your File Cabinet into a special folder called the Wastebasket. The Wastebasket is a convenient folder in which to place all outdated documents until you can permanently

remove them from your File Cabinet. Documents placed in the Wastebasket can be retrieved unless you have permanently removed them with the Empty the Wastebasket option.

Listing Documents in Your Wastebasket

The Wastebasket folder is very similar to the other folders in your File Cabinet. You can use several ALL-IN-1 menu options to list, select, and refile the documents in your Wastebasket.

To see what documents are in your Wastebasket, use the Index option of the Word and Document Processing Subsystem and enter *Wastebasket* in the Folder field. Refer to the indexing section in the Word and Document Processing chapter in this book for information on using the Index option.

Retrieving Documents from Your Wastebasket

You can retrieve deleted documents by moving them from the Wastebasket to another folder.

To retrieve documents from your Wastebasket, use the Select and Refile Document options of the File Cabinet Subsystem. Refer to the sections of this chapter on Selecting a Document and Refiling a Document for more information.

Deleting Documents from Your Wastebasket Folder

You can permanently remove documents from your File Cabinet by using the Empty the Wastebasket option of the File Cabinet Subsystem. This option deletes all the documents in your Wastebasket. Refer to the section of this chapter on Emptying Your Wastebasket for more information.

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Printing Documents and Messages

The Print (P) option, available from many of the ALL-IN-1 menus, lets you create a paper copy of documents or electronic messages that are stored in your File Cabinet. Print always acts upon the current document or message.

When you choose the Print option from the Electronic Messaging menu or the Word and Document Processing menu, ALL-IN-1 displays forms that let you determine:

- Where to print the document
- How many copies to print
- How the document will be formatted

You can print one document or a number of documents at the same time. ALL-IN-1 confirms that the documents are sent to the printer. ALL-IN-1 notifies you when the document finishes printing if you have entered a Y (yes) into the Print Completion Notify field on your User Profile. Refer to the User Setup chapter in this book for information on changing your User Profile.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Printing More Than One Document or Message

To print more than one document or message at a time, use the Multiple Print option of the File Cabinet Subsystem. Refer to the Printing More Than One Document section in the File Cabinet chapter of this book for information on printing a number of documents at one time.

Printing One Document or Message

To print a single document:

1 Enter P.

2 Enter the name of the printer you want to use.

3 Enter the number of copies you want to print.

4 Press Gold A if you want to change print settings.

ALL-IN-1 displays the Printing Document form. The Document Destination field and Number of Copies field contain default values. Enter the name of the printer on which you want the document printed. When you press TAB, ALL-IN-1 completes the Printer Type field based upon your entry into the

Document Destination field. Enter the number of copies you want to print. You can press RETURN to send the document to the printer, or you can press Gold A to change print settings.

Refer to the section Print Formatting and Processing in this chapter for an explanation of the document processing based upon the Handling field entry.

Refer to the sections Changing the Printer Control Settings and Changing the Print Settings for Standard Formatted Documents in this chapter for information on changing print settings.

Refer to the section The Printing Document Form in this chapter for additional information on the fields on this form.

Hint:

- When ALL-IN-1 confirms that a document has been sent to the printer, this means either that the document is currently printing or is waiting to print.

The Printing Document Form

The Printing Document form lets you determine on what printer ALL-IN-1 prints the document and how many copies print. Figure 29-1 shows the Printing Document form.

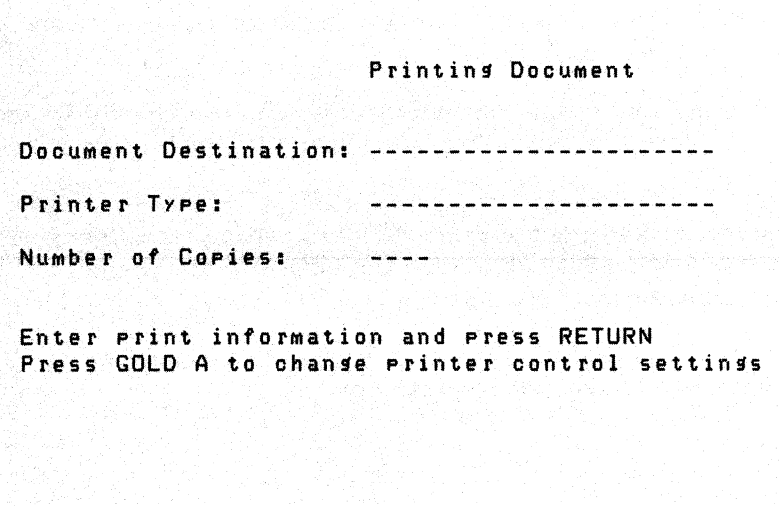
Printing Document
Document Destination: ----------
Printer Type: ----------
Number of Copies: ----
Enter print information and press RETURN
Press GOLD A to change printer control settings

Figure 29-1 Printing Document Form

Document Destination

The Document Destination field contains the name of the printer to which ALL-IN-1 sends the document you want to print. The value you enter into this field remains until you change it.

Table 29-1 lists examples of printers on which you can print documents. The printers listed in this table may not be the same as those available to you. To see a list of the printers you can choose, press Gold L or Gold S while in the Document Destination field on the Printing Document form.

Table 29-1 Examples of Print Queues

Choose	To print to
DEFAULT	The printer specified in your User Profile.
DOCUMENT	Another document – the output is formatted.
PORT LA50	A printer attached to your terminal.
SCRATCH PAD	The File Cabinet Scratch Pad.
SYS$PRINT	The system line printer.

Printer Type

The Printer Type field contains the type of device that receives the document. You do not need to enter anything into this field; ALL-IN-1 automatically completes this field based upon your entry into the Document Destination field.

Number of Copies

The Number of Copies field contains the number of copies of the specified document you want to print. The default value for this field is 1; however, you can print between 1 and 999 copies of a document.

Print Formatting and Processing

There are three possible things that can happen to a document before it is printed. What happens depends upon the type of document and the handling you specified when you created the document.

- Nothing – The document prints as is. This happens when no handling is specified for the document. You can change only the printer control settings before ALL-IN-1 prints the document.

- Standard formatting – You can change the pagination settings for the document as well as the printer control settings before ALL-IN-1 prints the document. For example, if you specify STANDARD ASCII in the Handling field when you create the document, you can change the pagination settings for the document before you print it by pressing Gold A on the Printing Document form.

  Special formatting – ALL-IN-1 processes the document in some manner before printing it. The most common special format is RUNOFF. The type of special formatting depends upon the entry you make into the Handling field when you create the document. Formatting happens only to documents with a handling specified and a print format function specified in that handling record.

If you specify a special format or do not specify anything in the Handling field when you create the document, pressing Gold A from the Printing Document form lets you change only the printer control settings.

If you specify a standard format in the Handling field when you create the document, pressing Gold A from the Printing Document form lets you change the printer control settings, the pagination settings, and the page layout.

Changing the Printer Control Settings

You can change the printer control settings regardless of the handling specified for the document.

To change the printer control settings:

Press Gold A.

If the document has no handling or special handling, ALL-IN-1 displays the Printer Control Settings form. If the document has standard handling, ALL-IN-1 displays the Print Settings Menu; choose the Change Control Settings option to display the Printer Control Settings form. Change whatever control settings you want. The following sections describe the fields on this form.

When you press RETURN, ALL-IN-1 returns you to the Printing Document form. When you press RETURN from this form, ALL-IN-1 sends the document to the printer you specified in the Document Destination field with the information you provided on the Printer Control Settings form.

Figure 29-2 shows the Printer Control Settings form.

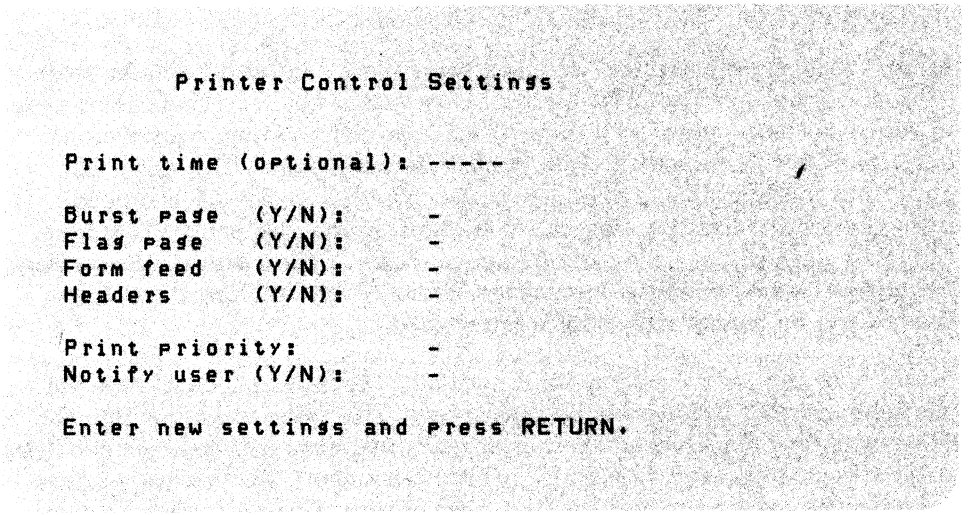

Figure 29-2 Printer Control Settings Form

The information you specify on this form controls the time the document prints and the type of pages printed before the first page of the document.

Specifying a Print Time

The value you enter into the Print Time field determines when your document prints. If you want to print the document immediately, leave this field blank. If you do not want to print the document immediately, enter a time into the Print Time field in the format *hh:mm*. ALL-IN-1 sends the document to the specified print queue including the time at which you want the document to print. The document does not print until the time you specified.

You cannot specify a date in the Print Time field, only a time. You can specify the time based upon a 24 hour clock or a 12 hour clock. For example, to print a document at 2 o'clock in the afternoon, specify 2:00 for a 12 hour clock or 14:00 for a 24 hour clock. See your ALL-IN-1 system manager for information on which clock you should use.

Specifying Burst and Flag Pages

A burst page gives the print file name, your name, and print details, such as time of printing. The print file name consists of the first three characters in your user name plus the document number. Information printed on a burst page continues over the perforation between pages. The value you enter into the Burst Page field determines whether or not a burst page prints before the first page of your document. If you also print a flag page, the burst page prints before the flag page. Enter Y (yes) into the Burst Page field, if you want to print a burst page. Enter N (no) into the Burst Page field, if you do not want to print a burst page.

A flag page contains the same information as the burst page but does not continue over the perforation between pages. The value you enter into the Flag Page field determines whether or not a flag page prints before the first page of your document. If you also print a burst page, the flag page prints between the burst page and the first page of your document. Enter Y (yes) into the Flag Page field, if you want to print a flag page. Enter N (no) into the Flag Page field, if you do not want to print a flag page.

Specifying a New Page

The value you enter into the Form Feed field determines whether or not a form feed is automatically inserted near the end of a page. A form feed causes printing to stop on the current page and begin on a new page. If you want new pages to begin automatically, enter Y (yes) into the Form Feed field. If you do not want a new page to begin automatically, enter N (no) into the Form Feed field. If you print on special stationery, enter N (no) into this field.

Specifying a Page Header

The value you enter into the Headers field determines whether or not the filename prints at the top of each page. If you want a header at the top of each page, enter Y (yes) into the Headers field. If you do not want a header at the top of each page, enter N (no) into the Headers field.

Specifying Print Priority

The value you enter in the Print Priority field controls the priority at which your print job executes. The priority must be in the range 0 through 31, where 0 is the lowest priority and 31 is the highest priority. The default print priority is the same as the priority of your current process. If you specify a priority higher than that of your current process, ALL-IN-1 issues an error message and the document does not print.

Refer to your VAX/VMS documentation for more information on priority.

Specifying Print Completion Notification

The value you enter into the Notify User field determines whether or not a message displays on your terminal when the print job completes. If you want to know when your print job finishes, enter Y (yes) into the Notify User field. If you do not want to know when your print job completes, enter N (no) into the Notify User field.

Changing the Print Settings for Standard Formatted Documents

If the handling for the document you want to print is a standard format handling, such as STANDARD ASCII, ALL-IN-1 displays the Print Settings Menu when you press Gold A on the Printing Document form.

Table 29-2 lists the options available from the Print Settings Menu. Review this table to become familiar with these options.

Table 29-2 Print Settings Menu Options

Use		To
CO	Change control settings	Change the printer control settings.
PG	Change pagination settings	Change the printer pagination settings.
PL	Change page layout	Change the format of the document's pages.
SS	Save print setting	Store a group of print settings.
RS	Restore print setting	Retrieve stored print settings.
P	Print with current settings	Print the document with the current print settings.

Changing Control Settings

The Change Control Settings (CO) option lets you change the printer control settings. This option is available from the Print Settings Menu, where it appears as an option.

To change printer control settings:

Enter CO.

ALL-IN-1 displays the Printer Control Settings form. Refer to the section Changing the Printer Control Settings in this chapter for information on completing this form.

Changing Pagination Settings

The Change Pagination Settings (PG) option lets you select the number for the first page, which pages to print, the number of lines per page, the number of lines per inch, the pitch, the number of extra half-lines between

lines, the sheet feeder control, the number of lines in the top and bottom margins, the number of spaces between columns, the number of spaces in the left margin, and the intensity of the print. This option is available from the Print Settings Menu, where it appears as an option.

To change pagination settings:

1 Enter PG.

2 Change the desired settings.

ALL-IN-1 displays the Printer Pagination Settings form. Change whichever settings you want. The following sections describe the fields on this form.

When you press RETURN, ALL-IN-1 returns you to the Print Settings Menu. Choose the Print with Current Settings option to print the document on the printer you specified in the Document Destination field on the Printing Document form.

Figure 29-3 shows the Printer Pagination Settings form.

```
                    Printer Pagination Settings

Number on the first page:                 Auto paginate (Y/N):
First page printed:                       Lines in the top margin:
Last page printed:                        Lines in the  bottom margin:
Total lines per page:                     Spaces between columns:

Vertical lines per inch:                  Spaces in left print margin:
Characters per inch (pitch):              Replacement character 1:
Extra half-lines                          Replacement character 2:
  between lines:                          Print Darkness:
Sheet feeder control:                     Shadow print (Y/N):

                    Enter new settings and press RETURN
```

Figure 29-3 Printer Pagination Settings Form

Numbering the First Page. The value you enter into the Number on the First Page field tells ALL-IN-1 what number to use to begin numbering the pages in your document. ALL-IN-1 assigns this number to the first page of the document and increases the number by one for each page. The value must be in the range 0 through 4095. By default, ALL-IN-1 uses 1 as the number for the first page.

NOTE: This field is valid only for WPS-PLUS documents. If you have WPS-PLUS installed at your site, refer to the WPS-PLUS/ALL-IN-1 documentation for more information on this field.

Specifying Autopagination. The value you enter into the Auto Paginate field tells ALL-IN-1 whether or not to break the document into pages while printing it. If you enter Y (yes) into the Auto Paginate field, ALL-IN-1 begins a new page after printing the specified number of lines. If you enter N (no) into the Auto Paginate field, ALL-IN-1 uses the pagination you specified in the document.

NOTE: This field is valid only for WPS-PLUS documents. If you have WPS-PLUS installed at your site, refer to the WPS-PLUS/ALL-IN-1 documentation for more information on this field.

Specifying Which Pages to Print. The values you enter in the First Page Printed and Last Page Printed fields tell ALL-IN-1 what pages of the document you want to print. These values must be in the range 0 through 4095. The default values are 1 for First Page Printed and 0 for Last Page Printed.

If you want to print the entire document, the value in the First page Printed field should be the same as the value in the Number on the First Page field, and the value in the Last Page Printed field should be 0.

Specifying Top and Bottom Margins. The values you enter in the Lines in the Top Margin and Lines in the Bottom Margin fields tell ALL-IN-1 how many lines to leave at the top of a page before printing a line of text and how many lines to leave between the last line of text and the bottom of the page. These values must be in the range 0 through 200. By default, ALL-IN-1 leaves six lines at the top and six lines at the bottom of a page.

Hint:

- These fields are the same as the TM and BM fields on the Page Layout form.

Specifying the Number of Lines Per Page. The value you enter in the Total Lines Per Page field tells ALL-IN-1 how many lines to print on one page. This value must be in the range 1 through 200 and include the number of lines in the top and bottom margins. By default, ALL-IN-1 prints 66 lines on a page.

NOTE: A letter quality printer (LQP) can only accept up to 128 lines per page.

Hints:

- Specify the number of lines per inch with the Vertical Lines Per Inch field.
- Common settings, with six lines to an inch, are:

  66 lines per page for 11-inch long paper

  84 lines per page for 14-inch long paper

- This field is the same as the PS field on the Page Layout form.

Specifying Spaces Between Columns. The value you enter in the Spaces Between Columns field tells ALL-IN-1 how many spaces to insert between columns in a document.

NOTE: This field is valid only for WPS-PLUS documents. If you have WPS-PLUS installed at your site, refer to the WPS-PLUS/ALL-IN-1 documentation for more information on this field.

Hint:

- This field is the same as the CM field on the Page Layout form.

Specifying the Number of Lines Per Inch. The value you enter in the Vertical Lines Per Inch field tells ALL-IN-1 how many lines to print in one vertical inch. This value must be 0, 6, or 8.

Hint:

- This field is the same as the VP field on the Page Layout form.

Specifying the Left Margin. The value you enter in the Spaces in Left Print Margin field tells ALL-IN-1 how many spaces to insert at the beginning of each line, shifting the entire document that many spaces to the right. This value must be in the range 0 through 999. By default, ALL-IN-1 does not insert any spaces at the beginning of a line.

Hint:

- This field is the same as the PM field on the Page Layout form.

Specifying the Number of Characters per Inch. The value you enter in the Characters Per Inch field tells ALL-IN-1 how many characters to print in one horizontal inch. The number of characters in a horizontal inch is known as the pitch. This value must be 02, 03, 04, 06, 08, 10, 12, or 15. By default, ALL-IN-1 prints 10 characters to the inch.

Hints:

- Line printers ignore this setting and always use a pitch of 10.
- The LQP02, LA50, and LA100 printers support various pitches.
- This field is the same as the PI field on the Page Layout form.
- If you are using a printwheel, set the pitch to match the number that appears on the printwheel (usually 10 or 12).
- If you print a wide document on 8½ by 11-inch paper, you may need to set the pitch to 12, even if you use a printwheel with a pitch of 10.
- If you print a wide document on 8½ by 11-inch paper on an LA100 or LA50 printer, set the pitch to 15.

Specifying Replacement Characters. The values you enter in the Replacement Character 1 and Replacement Character 2 fields tell ALL-IN-1 what characters to use to represent extra printwheel characters 95 and 96, respectively, in a document. These fields are valid for the LQP02 printer only. Any value on the main keyboard can be entered into these fields.

Specifying Extra Space Between Lines. The value you enter in the Extra Half-lines Between Lines field tells ALL-IN-1 how many additional half-lines to add to the spacing between lines. This value must be in the range 0 through 3. Refer to Table 29-3 for a list of these values and their affect on various types of printers. By default, ALL-IN-1 does not add extra space between lines.

Table 29-3 Extra Half-lines Values

Value	LQP Printer	Other Printers
0	Adds no extra lines	Same as LQP printer
1	Adds 1 extra half-line	Adds no extra lines
2	Adds 2 extra half-lines	Adds 2 extra half-lines
3	Adds 3 extra half-lines	Adds 2 extra half-lines

NOTE: Line and draft printers do not print with half-line spacing.

Hints:

- This field is the same as the EX field on the Page Layout form.
- Refer to the section Adding Extra Space Between Lines in this chapter for more information.

Specifying Print Darkness. The value you enter into the Print Darkness field tells ALL-IN-1 how dark to print each character, that is, how many times each character should be struck. This value must be either NORMAL or DARK. A value of NORMAL causes non-bolded characters to be struck once and bolded characters to be struck twice. A value of DARK causes non-bolded characters to be struck twice and bolded characters to be struck four times.

Specifying Paper Feeding Control. The value you enter into the Sheet Feeder Control field tells ALL-IN-1 which paper tray on an LQP02 printer to use. This value must be FRONT, REAR, or ENV. A value of FRONT causes the printer to use the front tray, REAR causes the printer to use the rear tray, and ENV causes the printer to use the envelope tray.

Refer to the documentation for your automatic sheet feeder for more information.

Specifying Shadow Printing. The value you enter in the Shadow Print field tells ALL-IN-1 whether or not to shadow print bolded characters. This field is valid for LQP02 printers only.

Shadow printing causes the bolded character to be overstruck with a 1/120-inch separation between the overstrikes. This makes the character look extra bold.

Changing the Page Layout

The Change Page Layout (PL) option lets you change the format of the pages in the document, such as the top margin, bottom margin, pitch, and spacing. This option is available from the Print Settings Menu, where it appears as an option.

To display the page layout form:

Enter PL.

ALL-IN-1 displays the Page Layout form. Enter values into the fields on this form to change the spacing of text on the pages of the document. When you press RETURN, ALL-IN-1 returns you to the Print Settings Menu.

Figure 29-4 shows the Page Layout form.

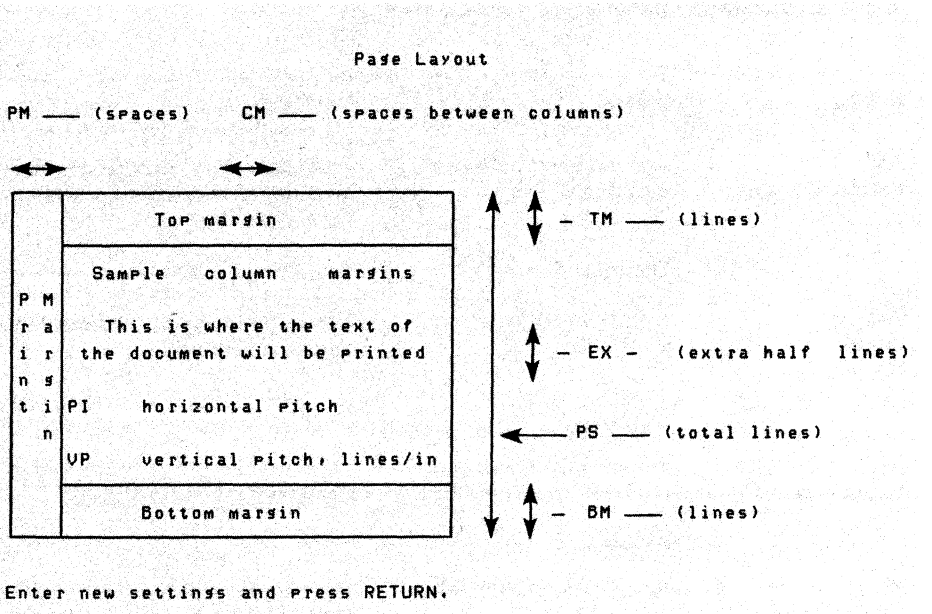

Figure 29-4 Page Layout Form

The Page Layout form displays those print settings that affect the amount of text to be printed on a page. The Page Layout form displays a sketch of a printed page with its current dimensions. The document dimensions include the margins, pitch (horizontal and vertical), and spacing (between margins and columns).

To change a page layout setting:

Enter the new value for the setting in the appropriate field.

Table 29-4 summarizes the settings you can change from the Page Layout form.

Table 29-4 Summary of Page Layout Settings

Setting	Values	Meaning
BM Bottom Margin	Any number between 0 and 200	The number of lines between the last line of text and the bottom of the paper.
	Default: 6	
CM Column Margin	Any number between 0 and 999	The number of spaces between multiple columns.
	Default: 0	
EX Extra Spacing	Any number between 0 and 3	The number of half-lines added to the spacing between lines.
	Default: 0	
PI Horizontal Pitch	02, 03, 04, 06, 08, 10, 12, or 15	The number of characters per inch. Line printers ignore this setting and always print at PI 10.
	Default: 10	
PM Print Margin	Any number between 0 and 999	The number of spaces added to the left of each line.
	Default: 0	
PS Page Size	Any number between 1 and 200	The number of lines per page. Use PS 66 for 11-inch paper. Use PS 84 for 14-inch paper. 6 lines = 1 inch.
	Default: 66	
TM Top Margin	Any number between 0 and 200	The number of lines from the top line of the paper to the first line of the text.
	Default: 6	
VP Vertical Pitch	6, 8	The number of lines printed per inch.
	Default: 0	

The following sections describe the settings on the Page Layout form.

Setting the Top and Bottom Margins. The values you enter into the TM (Top Margin) and BM (Bottom Margin) fields tell ALL-IN-1 how many lines to leave between the top of a page and the first line of text and between the last line of text and the bottom of a page. These values must be in the range 0 through 200. By default, ALL-IN-1 leaves six lines at the top of a page and six lines at the bottom of a page.

The TM and BM settings should create margins large enough for any headers or footers.

Hint:

- These fields are the same as the Line in the Top Margin and Lines in the Bottom Margin fields on the Printer Pagination Settings form.

Setting the Page Size. The PS (Page Size) setting represents the physical size of the paper you are using. (If you are using continuous-form paper, the page size is the distance between the horizontal perforations.)

The value you enter into the PS field tells ALL-IN-1 how many lines of text to print on a page. The value must be in the range 1 through 200 and include the number of lines in the top and bottom margins. By default, ALL-IN-1 prints 66 lines on a page.

NOTE: Letter quality printers cannot accept Page Size settings greater than 128.

Document text is printed in the region between the top and bottom margins. The size of this area is the number of lines on the page minus the lines in the top and bottom margins. Using 11-inch paper with 1-inch margins and a vertical pitch of 6 lines to an inch, the text area would contain 54 lines, or 9 inches.

PS - TM - BM = Body of document

66 - 6 - 6 = 54 (body of document excluding margins)

Hints:

- Specify the number of lines per inch with the VP setting.
- This field is the same as the Total Lines Per Page field on the Printer Pagination Settings form.

  Common settings, at six lines per inch, are:

  66 lines per page for 11-inch long paper

  84 lines per page for 14-inch long paper

Setting the Left Margin. The value you enter into the PM (Print Margin) field tells ALL-IN-1 how many spaces to insert at the start of every line, moving the entire document to the right that many spaces. This value must be in the range 0 through 999. By default, ALL-IN-1 does not insert any spaces at the beginning of lines.

A setting of 0 makes ALL-IN-1 use the leftmost printable position on the paper. A non-zero setting prevents the left side of the text from running into the left edge of the paper. Higher values move the entire document further to the right.

Each number in the PM setting is one character position. A value of 5 indents the document five characters. The actual distance indented depends on the pitch. If the pitch is 10, a PM setting of 10 moves the document 1 inch to the right; if the pitch is 12, a PM setting of 12 moves the document 1 inch to the right.

Hint:

- This field is the same as the Spaces in Left Print Margin field on the Printer Pagination Settings form.

Setting the Column Spacing. The value you enter in the CM (Column Margin) field tells ALL-IN-1 how many spaces to insert between columns. This value must be in the range 0 through 999. By default, ALL-IN-1 does not insert any spaces between columns.

CM is also set in terms of blank characters. A CM setting of 5 inserts five character lengths between columns. The amount of space actually inserted depends on the pitch. A zero setting forces the edges of columns to run into each other.

NOTE: This field is valid only for WPS-PLUS documents. If you have WPS-PLUS installed at your site, refer to the WPS-PLUS/ALL-IN-1 documentation for more information on this field.

Hint:

- This field is the same as the Spaces Between Columns field on the Printer Pagination Settings form.

Setting the Vertical Pitch. The value you enter into the VP (Vertical Pitch) field tells ALL-IN-1 how many lines to print in one vertical inch. This value must be 0, 6, or 8.

A setting of 6 makes ALL-IN-1 print six lines of text for every vertical inch. A setting of 8 makes ALL-IN-1 print eight lines of text for every vertical inch.

Hint:

- This field is the same as the Vertical Lines Per Inch field on the Printer Pagination Settings form.

Setting the Horizontal Pitch. The value you enter into the PI (Horizontal Pitch) field tells ALL-IN-1 how many characters to print in one horizontal inch. The value must be one of 02, 03, 04, 06, 08, 10, 12, or 15.

Pitch takes effect on draft or letter quality printers. Examples of printers that support more than one pitch are: LQP02, LA50, and LA100. If you set the pitch to fit more characters in an inch, each line will not contain more text than before; instead, each line will be compressed on the paper.

Hints:

- Line printers ignore this setting and always use a pitch of 10.
- The LQP02, LA50, and LA100 printers support various pitches.
- This field is the same as the Characters Per Inch field on the Printer Pagination Settings form.
- If you are using a printwheel, set the pitch to match the number that appears on the printwheel (usually 10 or 12).

- If you set the pitch to a value greater than the pitch of the printwheel, the characters print closer together. If you set the pitch to a lower value, the characters spread out further.
- If you print a wide document on 8½ by 11-inch paper, you may have to set the pitch to 12, even if you use a printwheel with a pitch of 10.
- If you print a wide document on 8½ by 11-inch paper on an LA100 or LA50 printer, set the pitch to 15.
- If a document is justified by adding spaces between words, an inch may contain fewer characters than the PI value states.

Adding Extra Space Between Lines. The value you enter into the EX (Extra Half Lines) field tells ALL-IN-1 how many additional blank lines to add between lines when a document is printed. Refer to Table 29-3 for a list of the valid settings.

The EX setting and the ALL-IN-1 WPS editor rulers combine to produce the spacing in the printed document. The value in the EX field adds space beyond that specified by the document's rulers. The left margin character in the ruler determines how much spacing is used until the next ruler (see Table 29-5). For instance, if a document had L in its rulers, ALL-IN-1 would normally print it single-spaced. An EX setting of 2 would produce a double-spaced copy of the document. If a document had a D value in its rulers, an EX setting of 2 would make ALL-IN-1 print the document triple-spaced.

Table 29-5 Left Margin Characters

Character	LQP Printer	Other Printers
F	Half-line spacing	Single spacing
L	Single spacing	Single spacing
N	Space-and-a-half	Single spacing
D	Double spacing	Double spacing

Hints:

- This field is the same as the Extra Half-lines Between Lines field on the Printer Pagination Settings form.
- Use rulers to give ALL-IN-1 permanent spacing information.
- Use the EX setting to add extra space temporarily. For example, you can print a double-spaced draft copy of a document with the EX setting for easy editing. When you need final copies, change the EX setting back again for regular spacing.

Saving a Print Setting

The Save Print Setting (SS) option lets you store a group of printer pagination settings and page layout settings for future use. This option is available from the Print Settings Menu, where it appears as an option.

To store a group of print settings:

1 Enter SS.

2 Enter a number from 0 to 9.

When you press RETURN, ALL-IN-1 places you in the Save Print Setting # field. Enter a number from 0 through 9, using the number keys on the main keyboard. When you press RETURN, ALL-IN-1 stores the print settings under the number you specified and erases any settings previously stored under that number.

Restoring a Print Setting

The Restore Print Setting (RS) option lets you retrieve printer pagination settings and page layout settings that you stored with the Save Print Settings option. This option is available from the Print Settings Menu, where it appears as an option.

To retrieve stored print settings:

1 Enter RS.

2 Enter the number of the print settings group you want to use.

When you press RETURN, ALL-IN-1 places you in the Restore Print Settings # field. Enter the number of the print settings group you want to use, using the number keys on the main keyboard. When you press RETURN, ALL-IN-1 retrieves the stored settings.

Printing with Current Settings

The Print with Current Settings (P) option lets you print the document with whatever printer settings are in effect at that time. This option is available from the Print Settings Menu, where it appears as an option.

To print a document with the current settings:

Enter P.

When you press RETURN, ALL-IN-1 formats the document, sends it to the printer you specified on the Printing Document form, and returns you to the menu from which you entered the Print option.

30

User Setup

The User Setup Parameters Subsystem lets you modify your User Profile, change the access to your calendar, set defaults for the printer, set your terminal to Hard Copy Mode or Screen Mode, turn your printer port on and off, and reorganize your File Cabinet.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using the User Setup Parameters Subsystem

The User Setup (US) option is available from the Main Menu, where it appears as an option, and from any subsystem menu.

To access the User Setup Parameters Subsystem:

Enter US.

ALL-IN-1 displays the User Setup Parameters menu. Table 30-1 summarizes the options available from this menu. Review this table to become familiar with the features of this subsystem.

Table 30-1 User Setup Parameters Menu Options

Use		To
UP	Change User Profile	Update your User Profile.
CAM	Calendar Access Management	Modify access to your calendar.
PO	Set Default Print Options on Printer Menu	Change the Printer Control Settings form default values.
ST	Set Terminal Mode – Screen/Hardcopy	Change the manner in which you display ALL-IN-1.
SPP	Set Printer Port – On/Off	Activate/deactivate your terminal printer port.
FCO	File Cabinet Reorganization	Reorganize your File Cabinet for easier document access.

The information in the following sections tells you how to:

- Change your User Profile.
- Modify access to your calendar.

- Change the default values for the settings on the Printer Control Settings form.
- Change your terminal operating mode.
- Activate or deactivate your terminal printer port.
- Reorganize your File Cabinet.

Changing Your User Profile

The Change User Profile (UP) option lets you update personal and ALL-IN-1 system related information that displays on the menus and forms. You can also change certain ALL-IN-1 operating features such as the form that displays when you first log in to ALL-IN-1. The Change User Profile option is available from the User Setup Parameters menu, where it appears as an option.

To change your User Profile:

1 Enter UP.

2 Make the desired changes.

ALL-IN-1 displays the User Profile form containing the information from your User Profile. You can change the information in any field on the form except the Username field. When you press RETURN, ALL-IN-1 prompts you to press RETURN if you are finished or EXIT SCREEN if you want to change something else.

If you press RETURN, ALL-IN-1 updates your User Profile and returns you to the User Setup Parameters menu.

If you press EXIT SCREEN, ALL-IN-1 returns you to the Full Name field. Make the necessary corrections and press RETURN. When you press RETURN again, ALL-IN-1 updates your User Profile and returns you to the User Setup Parameters menu.

Personal information you can add to or change on your profile includes your:

- Full Name
- Title

- Department Name
- Job status
- Password (if applicable)
- Your work and/or home address
- Your telephone number

System-related information you can add or change includes:

- The editor style (either WPS or EDT)
- The initial form displayed when you log in
- The notification flags
- The calendar information

The notification flags indicate whether you want ALL-IN-1 to broadcast a message to your terminal telling you when a print or batch job completes, when you receive new mail, and if you have open reminders or action items.

Accessing Other Calendars

The Calendar Access Management (CAM) option lets you work with your calendar access list. This list contains the names of the users who can read your calendar and/or schedule activities on your calendar. This option also lets you display a list of other users whose calendars you can read or on which you can schedule activities.

The Calendar Access Management option is available from the User Setup Parameters and Time Management menus, where it appears as an option, and from the Meetings, Appointments, Reminders, Action Items, and To-Do List menus.

To access the Calendar Access Management Subsystem:

Enter CAM.

ALL-IN-1 displays the Calendar Access Management menu. Refer to the Time Management chapter in this book for information on using the Calendar Access Management Subsystem.

This feature is useful if you have to maintain other users' calendars. Users will still be able to access their own calendars at any time.

Changing the Printer Control Settings

The Set Default Print Options on Printer Menu (PO) option lets you change the default values for the Printer Control Settings form. Once you change these values, they are the default settings until you change them again. This option is available from the User Setup Parameters menu, where it appears as an option.

To change the default values on the Printer Control Settings form:

1 Enter PO.

2 Change whatever settings you want.

ALL-IN-1 displays the Printer Control Settings form. You can change the default value for any of the fields on this form. Refer to the Printing Documents and Messages chapter in this book for information on this form and what the settings mean.

Setting Your Terminal Operating Mode

The Set Terminal Mode - Screen/Hardcopy (ST) option lets you choose how ALL-IN-1 appears on your terminal. You can choose between form displays (Screen Mode) or command prompts (Hard Copy Mode). The third choice, Forced VT100 Mode, makes ALL-IN-1 recognize your terminal as a VT100, even if it is not. This option is available from the User Setup Parameters menu, where it appears as an option.

To set your terminal operating mode:

Enter ST.

ALL-IN-1 displays the Set Default Terminal Mode menu. Table 30-2 lists the options available from this menu. Review this table to become familiar with these options.

Table 30-2 Set Default Terminal Mode Menu Options

Use		To
H	Hardcopy mode	Cause ALL-IN-1 to display prompts.
S	Screen mode	Cause ALL-IN-1 to display forms.
A	Forced VT100	Cause ALL-IN-1 to recognize your terminal as a VT100.

Selecting Hard Copy Mode. The Hardcopy Mode (H) option causes ALL-IN-1 to display prompts instead of forms. This mode is useful when you are accessing ALL-IN-1 from a remote site and wish to improve your response time.

ALL-IN-1 automatically recognizes and switches to Hard Copy Mode when you use a hard-copy terminal.

To change to Hard Copy Mode:

Enter H.

ALL-IN-1 switches to Hard Copy Mode and displays the prompts for the User Setup Parameters option. Figure 30-1 illustrates what ALL-IN-1 displays.

Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

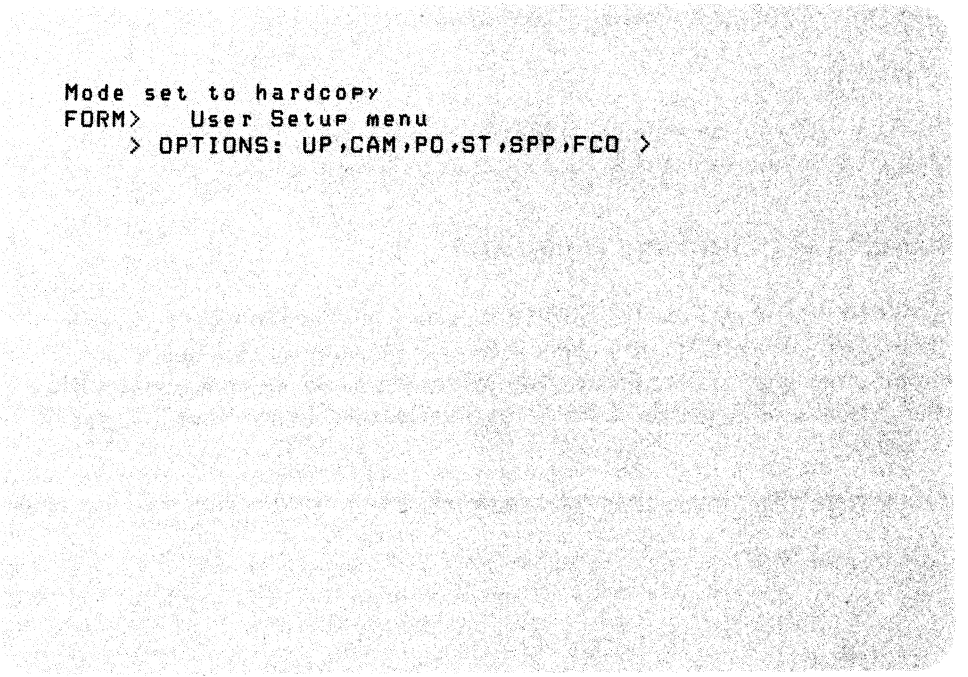

Figure 30-1 Hard Copy Mode Display

Selecting Screen Mode. The Screen Mode (S) option causes ALL-IN-1 to display forms and menus. ALL-IN-1 normally operates in Screen Mode when you use a video terminal in VT100 Mode.

To set your terminal to Screen Mode:

Enter S.

ALL-IN-1 switches to Screen Mode and returns you to the User Setup Parameters menu. ALL-IN-1 now displays menus and forms instead of prompts.

Selecting Forced VT100 Mode. The Forced VT100 (A) option causes ALL-IN-1 to recognize your terminal as a VT100 even if it is not. You can select this option if your terminal can run in VT100-compatible Mode and is recognized by FMS.

To set your terminal to Forced VT100 Mode:

Enter A.

ALL-IN-1 sets your terminal to a VT100, returns you to the User Setup Parameters menu, and functions as it does in screen mode.

Activating Your Terminal Printer Port

The Set Printer Port - On/Off (SPP) option lets you switch your terminal printer port on or off. If you have a printer connected to your terminal, switching the printer port on lets you print documents on that printer. This option is available from the User Setup Parameters menu, where it appears as an option.

To turn your terminal printer port on or off:

1 Enter SPP.

2 Enter 1.

OR

Enter 0.

ALL-IN-1 displays the Set Printer Port form. Enter 1 to set the port on or 0 to set the port off. When you press RETURN, ALL-IN-1 turns the printer port on or off depending upon which value you entered, and returns you to the User Setup Parameters menu.

NOTE: If there is no printer port on your terminal, this option has no effect.

Reorganizing Your File Cabinet

The File Cabinet Reorganization (FCO) option lets you reorganize your File Cabinet. This option is available from the User Setup Parameters and File Cabinet menus, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus. Refer to the Reorganizing Your File Cabinet section in the File Cabinet chapter in this book for information on using this option.

31

The ALL-IN-1 Editor

The ALL-IN-1 Editor offers a simple method of writing, updating, and filing documents. These documents can contain either text or programs.

When you edit documents, you can change one or more characters or change, move, and store single lines and blocks of text. You can also shape the text using rulers. Rulers are markers you can set to define margins, tabs, and paragraphs. After changing or creating a document, you can either store or delete your work. Documents that you save are stored in folders. These folders are stored in your ALL-IN-1 File Cabinet. You can attach documents to each other, duplicate them, move them or refile them in your ALL-IN-1 File Cabinet (See the File Cabinet chapter for more information).

ALL-IN-1 can operate in two modes, Screen Mode and Hard Copy Mode. In Screen Mode, ALL-IN-1 displays menus and forms on your terminal screen. In Hard Copy Mode, no forms display on the terminal. Instead ALL-IN-1 displays form and field identifiers that prompt you for data. See the Hard Copy Mode chapter of this guide for more information.

There are two editor styles available in ALL-IN-1:

- WPS
- EDT

WPS and EDT can operate in two ways:

- Keypad editing
- Line editing

The Keypad Editor uses the keys on the editing keypad — the small keypad to the right of the main keyboard — for many of its functions.

The Line Editor can be used on terminals that do not have an editing keypad, and in Hard Copy Mode. For further information on line editing see the line editing section in this chapter.

Each editor style uses different keys and provides slightly different features. The WPS Keypad Editor is fully documented in this chapter. Line editing and the EDT Keypad Editor are documented briefly later in this chapter, particularly where the EDT implemented on ALL-IN-1 differs from standard EDT. For further information on these topics see your EDT user documentation.

You can find out which editor style you are using by checking your User Profile. See the User Setup chapter for more information on your User Profile.

Some ALL-IN-1 functions are accessible from within the editor. If the editor receives an ALL-IN-1 command, it passes that command onto ALL-IN-1. ALL-IN-1 processes the command and, when the task is completed, returns control to the editor. If you need further information, you can get help from ALL-IN-1 by pressing Gold H.

When you are in the editor Help, you can insert the contents of the screen into your document by pressing Gold SPACE. The keypad display is inserted directly into your document. You do not need to press PASTE.

Use the Edit (E) option to change a document, memo or module in your File Cabinet. You can access this option from the Word and Document Processing menu. Many features of WPS are identically, or similarly, implemented in EDT. This degree of similarity is indicated in the sections describing each WPS function.

Editing a Document

To edit a document:

1. Select the document you want to edit if it is not the current document (as shown in the Word and Document Processing chapter in this book).
2. Enter E to use the editor.
3. Make the necessary changes using the editing functions outlined in the rest of this chapter.
4. Press Gold F to file the document and keep the changes that you have made.

Press Gold Q or Gold K to file the document without keeping the changes that you have made.

Press Gold H while editing a document if you need more information about the editor. Gold H will display the editing keys. If you then press one of the illustrated keys, you will get a description of its function.

These functions are identical in WPS and in EDT.

Ending the Editing Session

To end the editing session and incorporate the changes that you made in the session:

Press Gold F

ALL-IN-1 files the edited document.

To leave the session without incorporating any of that session's edits:

1 Press either Gold K or Gold Q.

If your editor is EDT, you return to ALL-IN-1.

If your editor is WPS, ALL-IN-1 will prompt:

Really Quit?

2 Press Y (yes) or N (no). You do not need to press RETURN. If you respond with a Y, any changes made during the editing session are not incorporated into the current file. WPS returns you to ALL-IN-1.

If you respond with an N, ALL-IN-1 returns you to the document to continue editing.

NOTE: If you are running ALL-IN-1 in Hard Copy Mode, Gold F and Gold Q are not recognized by ALL-IN-1.

To end an editing session in Hard Copy Mode:

- Type EXIT and press RETURN to save the changes.

  OR

- Type QUIT and press RETURN to discard the changes.

These functions are identical in WPS and in EDT.

Recovering a Document

If your editing session is interrupted, (for example by a power cut), a journal file is created. This journal file stores the changes that you made in the interrupted editing session. When you return to a document, ALL-IN-1 automatically searches for a journal file. If it finds one, ALL-IN-1 prompts:

```
There is an editor journal file, do you want to recover [Y/N]:
```

If you respond Y (yes) and press RETURN, ALL-IN-1 restores all the changes that you made in the interrupted editing session apart from the last command. This command is removed, because it may have been the one that caused the interrupt.

If you respond N (no) and press RETURN, ALL-IN-1 puts the cursor at the top of the specified document ready for you to start editing. The journal file is deleted.

This function is identical in WPS and in EDT.

Leaving the Editor Temporarily

You can leave the editor temporarily by calling any of three special menus. You can access the Interrupt Menu from anywhere within ALL-IN-1. You can only access the Editor Menu and the Get Document Menu from within an editor.

To call a special menu:

- Press Gold I to call the Interrupt Menu.
- Press Gold M to call the Editor Menu.
- Press Gold G to call the Get Document Menu.

The Interrupt Menu lets you display the current time, read your new mail, display the Scratch Pad Editor Menu, and access the Desk Calculator, the Directories Subsystem, and the Time Management Subsystem. Any results are carried over and can be inserted into your document. In EDT results are inserted directly into your document at the cursor. In WPS results are stored in paste buffer 0 and can be inserted into your document, if you press PASTE. (See the section Deleting Text in WPS for a description of the paste buffers.)

The Editor Menu options let you access the Desk Calculator, DATATRIEVE, the Time Management Subsystem, and update the index information of your document.

The Get Document Menu options let you include the contents of the Scratch Pad, another document in your File Cabinet, a file from a VMS directory, and a User Defined Process (UDP) key definition in your document.

See the Special Menus chapter in this guide for more details of these menus.

You can also leave the Editor with the following commands.

- Press Gold * to display the Scratch Pad Editor Menu.
- Press Gold # to access the Short Desk Calculator form.
- Press Gold [to enter a line editing command (Gold PAGE in EDT).
- Press Gold $ to enter DCL commands (DCL privilege required).
- Press Gold G to display the Get Document Menu.
- Press Gold Z to exit to line editing in EDT.
- Press CTRL/Z to exit to line editing.

Redefining Keys

You can define keys on the main keyboard.

To define a key:

1 Press CTRL/K.

2 Press the key that you want to define.

3 Use the EDT commands to define the key — See your EDT documentation.

This would usually be done by your supervisor or system manager. See the *ALL-IN-1 System Manager's Guide* for more information.

Refreshing the Screen

System messages may appear on the screen while you are editing.

To clear the screen:

- Press CTRL/W.

The system messages disappear from the screen. The text remains intact.

These functions are identical in WPS and in EDT.

The LK201 Arrow Keypad

On the LK201 keyboard, there is an additional keypad. This is situated between the main keyboard and the editing keypad and is known as the Arrow Keypad. The arrow keys, and six other keys, are located on this keypad. Most of the keys on this keypad offer duplicate functions to those offered by gold combinations within the WPS and EDT editors. Table 31-1 shows the functions of the keys on the Arrow Keypad and shows the Gold combination that each arrow keypad key can replace.

Table 31-1 The LK201 Arrow Keypad

Press	To	Identical to
FIND	Search for a Word or Phrase.	Gold , (WPS) Gold FNDNXT (EDT)
INSERT HERE	Insert the contents of paste buffer 0 at the cursor.	PASTE (WPS) Gold CUT (EDT)
REMOVE	Remove selected text and store it in paste buffer 0.	CUT (WPS) CUT (EDT)
SELECT	Select text ready for cutting or editing.	SELECT (WPS) SELECT (EDT)
PRV SCREEN	Move the cursor backwards 21 lines.	Gold BACK (WPS) BACKUP SECT (EDT)
NEXT SCREEN	Move the cursor forwards 21 lines.	Gold ADVANCE (WPS) ADVANCE SECT (EDT)
Arrow Keys	Move the cursor one character in the direction of the arrow.	Arrow Keys (WPS) Arrow Keys (EDT)

See the description of the above functions, in the WPS style editor section for more information.

Customizing the WPS and EDT Style Editors

ALL-IN-1 provides a feature to enable users to customize the WPS and EDT style editors. This is done by the use of an initialization command file. Details of how to create these command files can be found in the *EDT Editor Manual*. ALL-IN-1 searches for the initialization file in the user's ALL-IN-1 directory. The WPS style editor searches for the file WPSCUSTOM.EDT. The EDT style editor searches for the file EDTCUSTOM.EDT. For further details on how to create files in your ALL-IN-1 directory see your system manager.

The WPS Style Editor

You can use WPS as a keypad editor or as a line editor. Keypad editing uses the keys on the editing keypad, in conjunction with keys on the main keyboard, to give instructions to the editor. In line editing you use typed commands to give instructions to the editor.

Keypad Editing in WPS

Use the WPS editing keys shown in Figure 31-1 to manipulate text using the ALL-IN-1 WPS style editor. The alternate (Gold) functions are the lower highlighted functions. Table 31-2 explains the WPS key names.

Note that keypad keys and commands do not work when you are Line Editing. See the Line Editing section in this chapter for further information.

WPS Editing Keys

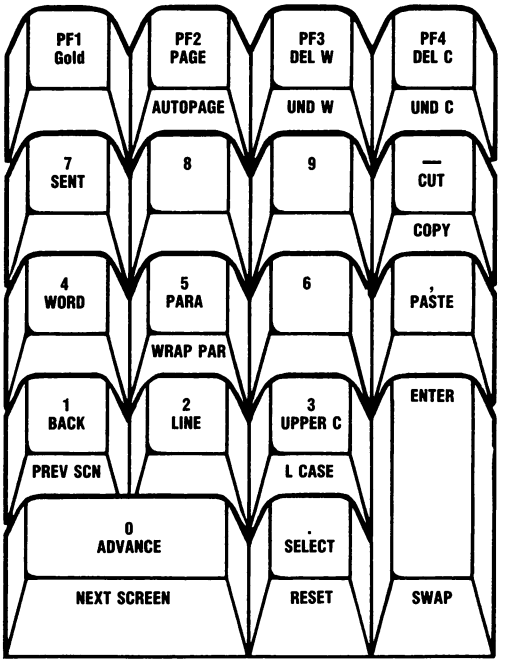

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Figure 31-1 The WPS Editing Keypad

Table 31-2 WPS Style Editor Keypad Key Names

Press	Function	To
Gold	Gold	Select the alternate functions of the key.
PAGE	PAGE	Extend a function over a page. For example, ADVANCE PAGE will move the cursor forward to the next page and UPPER CASE PAGE will change the rest of the page to uppercase.
Gold PAGE	AUTOPAGE	Select the Automatic Pagination feature.
DEL W	DEL WORD	Delete the word to the right of the cursor.
Gold DEL W	UND WORD	Restore a word deleted by mistake.
DEL C	DEL CHARACTER	Delete the character at the cursor.
Gold DEL C	UND CHARACTER	Restore a character deleted by mistake.
SENT	SENTENCE	Extend a function over a sentence.
CUT	CUT	Cut the selected text and store it in the paste buffer.
Gold CUT	COPY	Cut the selected text, store it in the paste buffer and leave the original text in place.
WORD	WORD	Extend a function over a word.
PARA	PARA	Extend a function over a paragraph.
Gold PARA	WRAP PARA	Rewrap selected text in accordance with the current ruler settings.
PASTE	PASTE	Insert the contents of the paste buffer at the cursor.
BACK	BACK UP	Move the cursor back one character, and set the direction for functions such as Search, and so on.

(continued)

Table 31-2 WPS Style Editor Keypad Key Names (Cont.)

Press	Function	To
Gold BACK	PREV SCN	Move the cursor back 21 lines.
LINE	LINE	Extend a function over a line.
UPPER C	UPPER CASE	Change the character at the cursor to uppercase.
Gold UPPER C	LOWER CASE	Change the character at the cursor to lowercase.
ENTER	ENTER	Terminate the input of a command. OR Search for the next occurrence of the > character.
Gold ENTER	SWAP	Transpose two characters.
ADVANCE	ADVANCE	Move the cursor forward one character and set the direction for any functions.
SELECT	SELECT	Select text from the cursor upon which to perform a function (for example, CUT).
Gold SELECT	RESET	Cancel a Gold keystroke.

WPS Main Keyboard Keys

When they are used as keypad editors, both WPS and EDT use keys on the main keyboard that have special functions. See Table 31-3 for a list of WPS editing keys on the main keyboard. See Table 31-8 for a list of EDT editing keys on the main keyboard.

Table 31-3 WPS Style Editor Main Keyboard Keys

Press	To
Arrow Keys	Move the cursor one character at a time.
RUB CHAR OUT (or DELETE)	Delete a character left of the cursor.
RUB WORD OUT (or LINEFEED)	Delete a word left of the cursor.
TAB	Move the cursor to the next Tab stop.

NOTE: If you have an LK201 keyboard, the Arrow keys are located on a small keypad in between the main keyboard and the editing keypad. See the section on the arrow keypad for more information.

Gold Key Combinations

Many of the keys on the main keyboard have alternate functions that can be activated by the Gold key, or by the CTRL key. This accounts for the flexibility of the WPS and EDT keypad editors.

To use the Gold key:

1. Press the Gold key.
2. Press the relevant key to get the desired alternate function.

To cancel a Gold key selection:

1. Press Gold SELECT (RESET) immediately after pressing the Gold key.

These functions are identical in WPS and in EDT.

See Table 31-4 for a list of the WPS Gold key combinations. See Table 31-9 for a list of EDT Gold key combinations.

Table 31-4 WPS Style Editor Gold Key Combinations

Press Gold then	Function	To
1 – 9		Repeat a character the specified number of times. These are the numeric keys on the main keyboard and not those on the editing keypad.
< >	SWAP	Swap two characters. This is the ENTER key on the editing keypad.
*	SCRATCH PAD	Display the Scratch Pad Editor Menu.
#	CALCULATOR	Display the calculator and compute a formula.
$	DCL	Enter DCL mode — DCL privilege required.
[	COMMAND	Enter a Line Mode command.
\	DATE & TIME	Insert the Date and Time.
/	CONT SRCH & SEL	Continue to search for a word or phrase and select it, ready for substitution or editing.
;	GLOBAL	Do a Global Search-and-Replace for a word or phrase.
,	SRCH	Search for a word or phrase.
'	REPLC	Replace the found phrase with the contents of the paste buffer.
.	CONT SRCH	Continue the search for a word or phrase. This is the period on the main keyboard and not the one on the editing keypad.
B	BOT DOCMT	Move the cursor to the bottom of a document.
C	CENTER	Center text.
F	FILE DOCMT	File a document.

(continued)

Table 31-4 WPS Style Editor Gold Key Combinations (Cont.)

Press Gold then	Function	To
G	GET DOCMT	Get a document. See the Special Menus chapter for further information.
H	HELP	Display Help.
I	INTERRUPT	Display the Interrupt Menu.
K	KILL	End the editing session without saving the changes made in that session.
M	MENU	Display the Editor Menu.
N	NEW PAGE	Insert a New Page Marker.
O	ORIGINAL	Display the original mail message.
P	PAGE MARKER	Insert a Page Marker.
Q	QUIT	End the editing session without saving the changes made in that session.
R	RULER	Display/modify the ruler.
S	SEARCH	Search for and replace a word or phrase.
T	TOP	Move the cursor to the top of a document.
U	UDP	Select a User Defined Process.
W	WRAP	Rewrap selected text.
RUB CHAR OUT		Delete a line left of the cursor.
RUB WORD OUT		Delete a sentence left of the cursor.

WPS Control Key Combinations

Some keys on the main keyboard have alternate functions that can be activated by the CTRL key. Holding down the CTRL key, while pressing some keys on the main keyboard, changes their functions.

To use the CTRL key:

1. Hold down the CTRL key.
2. Press the relevant key on the main keyboard to get the desired alternate function.

The CTRL key has the same function in WPS and in EDT. However, there are some different CTRL combinations in EDT and in WPS. See Table 31-5 for a list of WPS CTRL key combinations. See Table 31-10 for a list of EDT CTRL key combinations.

Table 31-5 WPS Style Editor Control Key Combinations

Hold CTRL and Press	To
F	Get a VMS file.
I	Insert a paragraph indent marker — same as TAB key.
K	Define a User Key.
M	Insert a Carriage Return — same as RETURN key.
U	Delete to the beginning of the line.
W	Redisplay the screen.
Z	Exit to Line Mode editing.

Moving Around the Document

The text you type is displayed on the terminal screen. You can move the cursor forwards or backwards a single character, a word, a sentence, a paragraph, or a page.

To move the cursor:

1 Press BACKUP or ADVANCE to set the direction.

  These keys also move the cursor backwards or forwards one character.

2 Press the appropriate distance keys on the keypad.

  The distance keys are WORD, LINE, SENT, PARA, and PAGE.

You can also move the cursor single characters to the left, right, up, or down by using the Arrow keys.

NOTE: The Arrow keys and the direction and distance keys move the cursor but do not affect the text. TAB and RETURN move the cursor but also move any text on that line. Therefore, neither TAB nor RETURN should be used to move the cursor around the document.

You can move the cursor greater distances around the document by using the following Gold key combinations:

Press	To
Gold T	Move to the top of the document.
Gold B	Move to the bottom of the document.
Gold ADVANCE	Move 21 lines forward.
Gold BACK	Move 21 lines backward.

Note the following differences when you are in EDT.

- The Distance keys in EDT are:

  CHAR
  WORD
  LINE
  SECT
  PAGE

- ADVANCE and BACKUP do not move the cursor in EDT.
- There are Gold TOP and Gold BOTTOM functions on the EDT editing keypad.

Selecting Text

Many WPS functions (such as CUT or UPPER C) are performed on selected text. Selecting text is, therefore, an important concept.

To select a piece of text:

1 Move the cursor to the start of the required text.

2 Press SELECT.

  The start of the selected text will be indicated by a marker, which varies from terminal to terminal.

3 Move the cursor to the end of the required text.

  The selected text is all the text between the start of the select range and the current cursor position.

4 Perform the required function on the selected text.

Deleting Text

You can delete any amount of text, from a single character to the entire document. If you want to delete set amounts (such as a character or a word) there are special keys defined for this. To delete larger areas of text you should use CUT in conjunction with SELECT.

To delete a single character or word, or to delete a line or sentence:

Press	To
RUB CHAR OUT	Delete the character to the left of the cursor.
RUB WORD OUT	Delete the word to the left of the cursor.
Gold RUB CHAR OUT	Delete the line to the left of the cursor.
Gold RUB WORD OUT	Delete the sentence to the left of the cursor.
DEL C	Delete the character at the cursor.
DEL W	Delete the word to the right of the cursor.

NOTE: You cannot restore deleted lines or sentences.

To restore a character or word that you deleted by mistake:

Press	To
Gold DEL C	Restore the last deleted character.
Gold DEL W	Restore the last deleted word.

To delete large sections of text:

1. Move the cursor to the beginning of the text to be deleted.
2. Press SELECT to mark the start of the block of text.
3. Move the cursor to the end of the text to be deleted. (On VT100 terminals, the area you have selected for cutting is highlighted.)
4. Press CUT to delete the text.

When you press cut, the selected text is stored in paste buffer 0. This is a temporary storage area, which is overwritten the next time that you use CUT. If you do not CUT any more text, the contents of the paste buffer remain intact between editing sessions even if you switch your machine off. This means that you can restore text if you find that you have deleted it by mistake. This paste buffer also provides a means of moving text around a document. (See the section Moving Text.) There are 10 paste buffers, which are numbered 0 through 9. Each paste buffer will hold about two pages of text. When you do not specify a number, cut text is stored in paste buffer 0. When you store text in a paste buffer you overwrite anything that is already there.

The following differences should be noted when you are in EDT:

- In WPS a word consists of all nonvisible characters (such as spaces, tabs, and line feeds) up to the next letter encountered. In EDT a word only consists of its constituent letters.
- In WPS the paste buffer retains its contents between editing sessions. In EDT the contents of the paste buffer are lost between editing sessions.

Inserting Text

Text is inserted at the cursor position. Inserting new text sometimes extends the line beyond the screen. When this occurs, a block appears. If this happens, press Gold PARA to rewrap the paragraph and justify the right margin.

This function is similar to the Gold SECT (FILL) function in EDT.

You can also insert one document into another. You can insert:

- VMS files
- Documents created with ALL-IN-1

To insert an ALL-IN-1 document:

1 Move the cursor to where you want to insert the document.

2 Press Gold G.

3 Select the option you require from the Get Document Menu.

4 Enter the name of the document you want to insert.

5 Press RETURN to select the required document.

6 Press RETURN again to insert that document into the text and return to editing the original document.

ALL-IN-1 inserts the document at the cursor. You can continue editing.

Documents from ALL-IN-1, and VMS files, have different characteristics depending on how they were created. For example, a RUNOFF source file has different characteristics to a RUNOFF output file. If you try to insert a file with different characteristics from your document, you will get a variety of error messages. In most cases the error messages will warn you that you are attempting to mix file types, but ALL-IN-1 will not stop you from doing it.

If you insert a document with wider margins than your document, you will get blank lines and truncated text that you will have to rewrap using SELECT and Gold W.

To insert a VMS file:

1 Press CTRL/F.

2 Enter the VMS file name at the prompt.

3 Press RETURN.

ALL-IN-1 inserts the file at the cursor. You can continue editing.

These functions are identical in WPS and in EDT, except that the rewrap function in EDT is Gold SECT (FILL).

You can also insert the date and time into your document by pressing Gold \ (DATE & TIME) at the point where you want this information to appear.

NOTE: If you have a DECmate, you will have to press \ twice to register a \. This is because the DECmate uses the \ character as a communications control character.

You cannot insert the date and time in EDT keypad editing.

Moving Text

Use SELECT, CUT, and PASTE to move text from one place in a document to another.

To move sections of text:

1. Move the cursor to the beginning of the text to be moved.
2. Press SELECT to mark the start of the block of text.
3. Move the cursor to the end of the text to be moved. (On VT100 terminals, the area you have selected for cutting is highlighted.)
4. Press CUT to remove the text and store it in paste buffer 0.
5. Move the cursor to where you want to insert the text.
6. Press PASTE.

   The text is inserted at the cursor.

You can store text in 10 different paste buffers. The paste buffers are numbered 0 through 9. Each paste buffer will hold about two pages of text. When you do not specify a number, cut text is stored in paste buffer 0. When you store text in a paste buffer you overwrite anything that is already there.

To store text in a buffer, for example paste buffer 9:

1. Move the cursor to the beginning of the text to be stored.
2. Press SELECT.
3. Move the cursor to the end of the text to be stored.
4. Press Gold 9 CUT to cut the text.

The text is now stored in paste buffer 9. It remains there until you overwrite it with new text (even if you log out or switch off your terminal).

To retrieve text stored in a particular paste buffer, for example, paste buffer 9:

1 Move the cursor to the place where the text is to be inserted.

2 Press Gold 9 PASTE.

Moving text may change the line endings. Press Gold PARA (WRAP PAR) to adjust line endings within a paragraph. These functions are similar in EDT except that WPS retains the contents of the paste buffers between editing sessions. EDT does not store the contents of paste buffers between editing sessions.

Copying Text

To copy text and leave the original text in place:

1 Move the cursor to the beginning of the text to be copied.

2 Press SELECT to mark the beginning of the text.

3 Move the cursor to the end of the text to be copied.

4 Press Gold CUT to cut the text, leaving the original text in place. A copy of the text is stored in paste buffer 0.

5 Move the cursor to where the stored copy is to be inserted.

6 Press PASTE to put the stored copy back into the document. The original text remains in position.

To copy a section of text, leaving the original in place and storing the copy in a particular paste buffer:

1 Move the cursor to the beginning of the text to be copied.

2 Press SELECT to mark the beginning of the text.

3 Move the cursor to the end of the text to be copied.

4 Press Gold 3 Gold CUT to store a copy in paste buffer 3.

5 Move the cursor to where the stored text is to be inserted.

6 Press Gold 3 PASTE.

These functions are identical in WPS and in EDT.

Swapping Characters

Transpositions are common in typing. For example, you could have typed *daet* instead of *date*. WPS offers a simple way to correct these mistakes.

To swap two characters:

1. Move the cursor to the first incorrect character.
2. Press Gold ENTER (SWAP).

   WPS swaps the two adjacent characters.

You cannot do this in EDT keypad editing.

Searching Your Document

You can find a set of characters using Gold , (SRCH), and then continue the search to find other occurrences using Gold . (CONT SRCH).

To use the Search, and the Continue Search, features:

1. Press Gold , (SRCH).
2. Enter the set of characters to be found.
3. Press BACK or ADVANCE to start the search backwards or forwards from the cursor.
4. Press Gold . (CONT SRCH) to continue the search.

You can also continue the search by pressing Gold / (CONT SRCH & SEL). This finds the next occurrence of the word and selects it.

NOTE: If you press BACK or ADVANCE before Gold . (CONT SRCH), you will set the direction of the search. Make sure that you are searching in the right direction.

Searching for Uppercase Letters

By default, the search function is case-sensitive to lowercase letters. This means that if you type the desired set of characters in lowercase letters, the editor will find all occurrences of it, whether it contains uppercase letters or not.

If you include uppercase letters in the character set to be found, the editor will only find a word that contains those capital letters in the position they were typed.

For example, if you search for *selEct*, the editor will find *SELECT* as well as *selEct*, but will not find *sElect*.

When ALL-IN-1 has found the first occurrence of a phrase, you can use Gold . (CONT SRCH) to continue the search.

You can also continue the search by pressing Gold / (CONT SRCH & SEL). This finds the next occurrence of the word and selects it. These functions are similar to the FNDNXT and the Gold FNDNXT (FIND) functions in EDT.

Substituting Characters

You can replace one set of characters, or all occurrences of those characters, throughout the document. For example, you might want to change a version number from 2.0 to 2.1 throughout your document.

To replace one set of characters with another:

1 Press SELECT.

2 Enter the replacement characters.

  It does not matter where you are in the document.

3 Press CUT to store the replacement characters in paste buffer 0.

4 Press Gold , (SRCH).

5 Enter the phrase to be found.

6 Press ADVANCE or BACK to start the search.

7 Press Gold ' (REPLC).

8 Press Gold . (CONT SRCH) to continue the search.

NOTE: If you press BACK or ADVANCE before Gold . (CONT SRCH), you will set the direction of the search. Make sure that you are searching in the right direction.

To replace all occurrences of a set of characters throughout the document:

1 Press Gold T to move the cursor to the top of the document.

2 Press Gold ; (GLOBAL).

This is the Global Search-and-Replace feature.

3 Enter the characters to be replaced at the prompt.

4 Press RETURN.

5 Enter the replacement characters at the prompt.

6 Press RETURN.

The Editor displays the number of substitutions at the bottom of the screen.

This function is identical to the Gold S function of EDT except that Gold S only works forwards. Gold ; works in both directions. You set the direction with the ADVANCE or BACK keys.

Changing Case

Capital letters are referred to as uppercase. Ordinary letters are referred to as lowercase. To change the case of a letter means to change it from an ordinary letter to a capital letter, or from a capital letter to an ordinary letter. For example, you would change the case of *i*, if you changed it to *I*. You can change the case of any amount of text, from one character to the entire document.

To change a single letter from lowercase to uppercase:

1 Move the cursor to the letter to be changed.

2 Press UPPER C.

3 Press either ADVANCE or BACK to stop the process.

To change the case of a single letter from uppercase to lowercase:

1 Move the cursor to the letter to be changed.

2 Press Gold UPPER C.

3 Press either ADVANCE or BACK to stop the process.

To change the case of a single word, sentence, paragraph, or page, press the appropriate keys to set the case. Then press WORD, SENT, PARA, or PAGE, followed by ADVANCE or BACKUP to set the direction.

To change a word from lowercase to uppercase:

1 Move the cursor to the first letter of the word to be changed.

2 Press UPPER C.

3 Press WORD.

4 Press either ADVANCE or BACK to stop the process.

You can change the case of text with the UPPER C key in conjunction with the SELECT key.

To change the case of larger areas of text:

1 Move the cursor to the beginning of the text to be changed.

2 Press SELECT.

3 Move the cursor to the end of the text to be changed.

4 Press UPPER C, or Gold UPPER C.

5 Press either ADVANCE or BACK to stop the process.

This is similar to the Gold WORD (CHNGCASE) function in EDT except that EDT provides a change case function instead of uppercase and lowercase functions.

NOTE: You must stop the case change function, once it is activated, by pressing either ADVANCE or BACK. If you fail to do so, all other text that the cursor passes over will change to the selected case. You must be particularly careful to make sure that the case change function is not active when you file a document. This is because when you file a document the cursor passes over all the text between it and the end of the document, and you do not see it scrolled onto the screen.

Centering Text

Centering text is a way of highlighting text. For instance you can make

Heading

stand out just by moving it to the center of the page

Heading

To center a line of text:

1. Type the text you want to center.
2. Leave the cursor at the end of the text you want to center.
3. Press Gold C (CENTR) to center the line between the left and right margins.

You can edit a centered line, adding or deleting words. After completing the edit, press Gold C (CENTR) again to center the line. You must be at the end of the text on the line before pressing Gold C. This function is similar in EDT.

Using Rulers

You can shape the text by using rulers. Rulers are markers you can set to define margins, tab positions, and paragraph settings. Figure 31-2 illustrates a ruler. The editor can store up to 10 rulers.

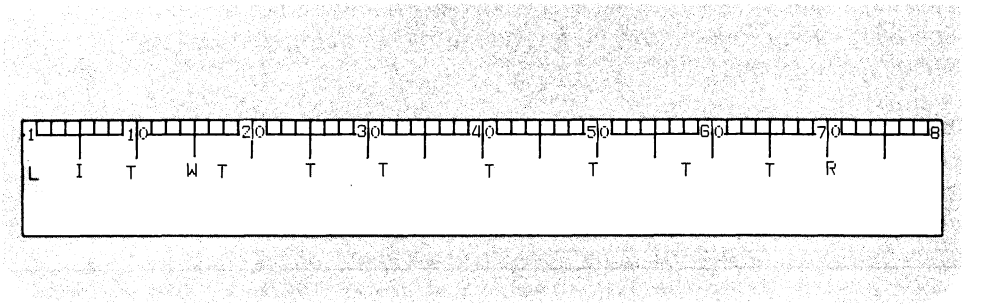

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Figure 31-2 A WPS Ruler

You can display a ruler to check its settings, store the ruler as it is, or replace the settings with new ones. Rulers are stored in buffers that are similar to paste buffers.

Press	To
Gold R	Display the current ruler.
RETURN	Store the displayed ruler in buffer zero, and embed the ruler in the text.

You can change the following settings on a ruler:

- Right Margin (R)
- Paragraph Indent (I)
- Word Wrap Marker (W)

A ruler also has the following settings that cannot be changed:

- Left Margin (L)
- Tab Settings (T)

You can have only one indent marker and one word wrap marker on each ruler. Both the indent marker and the word wrap marker are absent until added. If you try to put two indent markers, or word wrap markers, onto a ruler, the first marker is deleted and the second one remains.

The following three sections describe these ruler settings.

Margins and Tabs. The left margin marks the start of the text and is fixed. The right margin marks the end of the text and can be positioned anywhere along the ruler.

To set the right margin:

1. Press Gold R to display the current ruler.
2. Press ADVANCE or BACK to move the cursor to the desired position on the ruler.
3. Press R.

   You do not need to delete the existing right margin marker. The editor automatically does this for you.

Word Wrapping. You do not need to press RETURN at the end of each line that you type. The editor automatically wraps text for you. In other words, if you are typing a line of text and a word goes beyond the right margin, the editor moves the whole word onto the next line. The editor wraps the text to the word wrap marker (W) in the ruler, or to the left margin if there is no word wrap marker in the ruler. If you change the ruler, move the text, or insert new text, the editor will adjust the word wrapped endings for you.

There may be cases when you want the line endings to remain exactly as you type them.

To fix a line length:

1 Type the text to the required length.

2 Press RETURN.

OR

Press CTRL/M.

The cursor moves to the beginning of the next line.

Word Wrap Marker. The word wrap marker sets the start of a line of text, and can be used to produce a block of text. The following example shows how to create a block of text by moving the right margin and using a word wrap marker. It shows the ruler settings and the resulting block of text. Note that the ruler is displayed at the bottom of the screen, and not as it is shown here.

1 Press Gold R to display the current ruler.

2 Move the cursor to column 10.

3 Press W.

4 Press RETURN to insert the ruler in the text.

5 Move the cursor to the start of the block of text and start typing:

```
L--------W-------T-----T--------T---R-
         The above instructions
         will produce a block of
         text that looks like this.
         There is no need to press
         RETURN at the end of each
         line.  The editor
         automatically wraps the
         text.
```

To delete a word wrap marker:

1 Press Gold R to display the current ruler.

2 Move the cursor to the left margin of the displayed ruler.

3 Press W.

The editor removes the word wrap marker.

The ruler formats all text you type in the document, until the next ruler is set.

Tab Settings. You cannot change the default tab settings, but you can add a tab stop, or make the editor ignore some of the tab settings, by using the paragraph indent marker (see the next section).

To use the tab settings:

- Press TAB.

  OR

- Press CTRL/I.

  The cursor, and any text on the line, is moved to the next tab setting.

Paragraph Indent Marker. The paragraph indent marker is a special tab stop. If it is set on a ruler, the editor takes it as the first tab stop and ignores all tab stops between the left margin and the paragraph indent marker. You can use the paragraph indent marker if you want your paragraphs to be separated by a blank line and an indentation.

To set a paragraph indent marker:

1. Press Gold R to display the current ruler.
2. Move the cursor to the desired position on the ruler.
3. Press I.
4. Press RETURN to embed the ruler in the text.

If there is already a paragraph indent marker, the editor automatically erases it for you.

To delete a paragraph indent marker:

1. Press Gold R to display the current ruler.
2. Move the cursor to the left margin marker on the ruler.
3. Press I.

To use the paragraph indent marker as a paragraph indent:

1. Press Gold R to display the current ruler.
2. Move the cursor to the desired position on the ruler.
3. Press I.
4. Press RETURN to embed the ruler in the text.
5. Finish typing your paragraph.
6. Press Gold RETURN.

The editor leaves one line space and indents the start of the next paragraph.

Storing Rulers

To shape different parts of your text, you can store up to 10 different rulers, numbering them from 0 through 9.

To store a ruler in a particular buffer, for example in buffer 9:

1. Press Gold R to display the current ruler.
2. Enter the appropriate ruler settings R, I, W or T. Do not press RETURN.
3. Press S.
4. Press a number from 0 through 9 on the main keyboard to store the ruler in the required buffer.
5. Press RETURN, if you want to insert this ruler into the text.

To recall a stored ruler:

1. Press Gold R (RULER) to display the last ruler set.
2. Press the number of the ruler you want to recall.
3. Press RETURN to insert the ruler into the text.

The rulers are stored until you overwrite them, by storing another ruler in the same buffer.

Remember to store any rulers you may want to use again.

Note the following differences when you are in EDT:

- Rulers are stored between editing sessions in WPS. They are not saved between editing sessions by EDT.
- Tabs can be adjusted by a number of CTRL combinations in EDT.

Setting Page Breaks

Neither WPS nor EDT breaks text into pages unless you specify where the page breaks are to occur. The only page breaks that will occur are those that are put in by the printer's control mechanism. Printers usually print 54-line pages of text.

You can use:

- PAGE MARKERs
- NEW PAGE markers
- AUTOPAGE

to set page breaks to your satisfaction.

The PAGE MARKER. The PAGE MARKER appears in the text as -page marker-, but it is not printed. It can be inserted manually or automatically by the Gold PAGE process. See the AUTOPAGE section for details of automatic insertion of PAGE MARKERs.

To insert a PAGE MARKER into the text:

1 Move the cursor to the desired position.

2 Press Gold P.

WPS inserts a PAGE MARKER into the text.

PAGE MARKERs are temporary and are removed by a number of editing functions.

The editor removes PAGE MARKERs when you:

- Change a ruler. The editor removes all PAGE MARKERs up to the next ruler.
- Change text. The editor removes all PAGE MARKERs through the end of the paragraph.
- Insert one document into another. The editor removes all PAGE MARKERs from the inserted document.
- Use the Gold PAGE feature. The editor counts 54 lines from the cursor position and removes all intervening PAGE MARKERs.

If you want to keep the page breaks of an inserted document, you must make sure that all the page markers are permanent NEW PAGE markers before inserting it into your document.

NOTE: This does not apply to EDT. In EDT both PAGE MARKERs and NEW PAGE markers are permanent. They must be physically deleted to remove them from the text.

PAGE MARKERs can also be physically deleted from the text.

To delete a PAGE MARKER from the text:

1 Move the cursor to the beginning of the -page marker- symbol.

2 Press DEL C to remove the PAGE MARKER.

NEW PAGE Marker. The NEW PAGE marker appears in the text as -new page-, but it is not printed. NEW PAGE markers are inserted manually and must be physically deleted to remove them from the text.

To insert a NEW PAGE marker into the text:

1 Move the cursor to the required position.

2 Press Gold N.

WPS inserts a NEW PAGE marker into the text.

To remove a NEW PAGE marker from the text.

1 Move the cursor to the beginning of the -new page- symbol.

2 Press DEL C to remove the NEW PAGE marker.

NEW PAGE markers are identical in WPS and in EDT.

AUTOPAGE. AUTOPAGE is a WPS feature that lets you paginate a document without having to count all the lines between page breaks.

To use the AUTOPAGE feature:

1 Move the cursor to the top of the document.

2 Press Gold PAGE.

The editor counts 54 lines, advances the cursor, and inserts a temporary PAGE MARKER. This is where the printer will start a new page. Any intervening PAGE MARKERs will be deleted. If the editor comes across a NEW PAGE marker, the cursor will stop at it. If this marker is satisfactory press Gold PAGE again.

WPS repeats the process until it reaches the end of the document.

If the marker is not satisfactory:

1 Delete the marker.

2 Move the cursor backwards to a satisfactory place.

3 Press Gold P to insert a temporary PAGE MARKER.

OR

Press Gold N to insert a permanent NEW PAGE marker.

4 Press Gold PAGE to insert the next PAGE MARKER.

The AUTOPAGE feature inserts temporary PAGE MARKERs throughout the text. If you want permanent NEW PAGE markers in the document you must delete the PAGE MARKERs, as they are inserted, and replace them with NEW PAGE marks.

This function cannot be used in EDT.

Line Editing

You can use line editing when you are using a terminal that does not have an editing keypad, or when you are using ALL-IN-1 in Hard Copy Mode. You can get into line editing from WPS or from EDT and the method is identical in both editor styles. Table 31-6 gives some of the more frequently used line editing commands. For a complete list of commands see the *EDT Editor Manual*.

To use line editing:

1. Press CTRL/Z.
2. Enter line editing commands at the * prompt to make the required changes.
3. Enter Change and press ENTER at the * prompt to return to keypad editing.
4. Enter HELP and press ENTER at the * prompt to obtain Help on line editing.

You may want to use a line editing command without leaving the keypad editor. To use a line command without leaving the keypad editor:

1. Press Gold [(CMND).
2. Enter one of the line editing commands.
3. Press Enter to complete the command.

   The editor executes the command and automatically returns you to keypad editing.

These functions are identical in WPS and in EDT.

Table 31-6 Commonly Used Line Editing Commands

Type	To
CHANGE	Change from line editing to keypad editing.
COPY	Duplicate text in a specified location.
DELETE	Delete specified text.
EXIT	End an editing session and save the changes made in that session.
FIND	Locate a specified line.
HELP	Obtain help on line editing.
INCLUDE	Copy a specified file into the document.
INSERT	Insert text into the document.
MOVE	Move text around the document.
QUIT	End an editing session without saving the changes made in that session.
SUBSTITUTE	Replace one set of characters with another.
TYPE	Display specified text.
WRITE	Copy specified text from the document to a specified file.

A full list of these line editing commands, and further information on line editing, is given in the *EDT Editor Manual*.

The EDT Style Editor

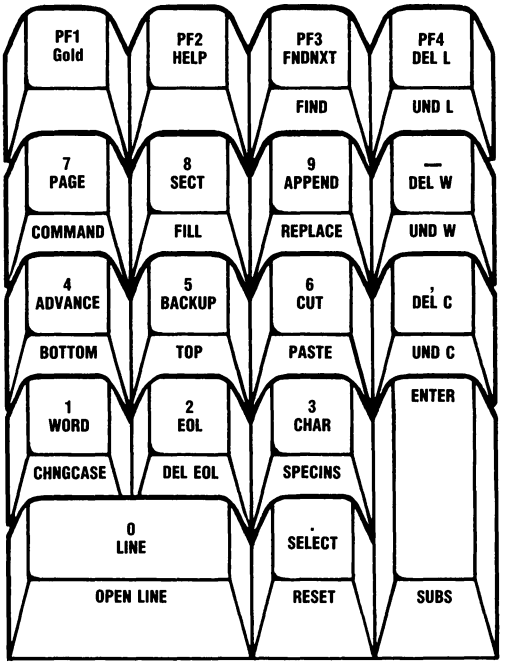
You can use EDT as a keypad editor or as a line editor.

Keypad Editing in EDT

Keypad editing uses the keys on the editing keypad, in conjunction with keys on the main keyboard, to give instructions to the editor.

EDT Keypad Editing Keys

Use the EDT editing keys shown in Figure 31-3 to manipulate text using the ALL-IN-1 Editor in EDT. Table 31-7 illustrates the functions of the keys shown in Figure 31-3. More information about EDT, and a full list of EDT features, is given in the *EDT Editor Manual*.



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31-3 The EDT Editing Keypad

Table 31-7 EDT Style Editor Key Names

Use	Function	To
Gold	Gold	Select the alternate functions of the keypad and keyboard keys.
HELP	HELP	Display Help. This is the same as Gold H.
FNDNXT	FIND NEXT	Find the next occurrence of a phrase.
Gold FNDNXT	FIND	Find a word or phrase.
DEL L	DEL LINE	Delete to the end of the current line and store the contents in the End of Line Buffer.
Gold DEL L	UND LINE	Restore the contents of the End of Line Buffer at the cursor.
PAGE	PAGE	Extend a function over a page.
Gold PAGE	COMMAND	Enter a line editing command.
SECT	SECTION	Move the cursor one section — 16 lines forwards or backwards.
Gold SECT	FILL	Rewrap a selected piece of text into paragraphs.
APPEND	APPEND	Add a selected piece of text to the end of the contents of the paste buffer.
Gold APPEND	REPLACE	Replace the search string with the contents of the paste buffer.
DEL W	DEL WORD	Delete to the end of the current word and store the contents in the delete word buffer.
Gold DEL W	UND WORD	Restore the contents of the delete word buffer at the cursor.
ADVANCE	ADVANCE	Set the direction of the cursor to forwards.

(continued)

Table 31-7 EDT Style Editor Key Names (Cont.)

Use	Function	To
Gold ADVANCE	BOTTOM	Move the cursor to the bottom of the document.
BACKUP	BACKUP	Set the direction of the cursor to backwards.
Gold BACKUP	TOP	Move the cursor to the top of the document.
CUT	CUT	Delete a selected piece of text from a document and store the contents in a paste buffer.
Gold CUT	PASTE	Insert the contents of a paste buffer at the cursor.
DEL C	DEL C	Delete the character at the cursor and store it in the delete character buffer.
Gold DEL C	UND C	Restore the contents of the delete character buffer at the cursor.
WORD	WORD	Extend a function over a word.
Gold WORD	CHNGCASE	Change the case of a character.
EOL	END OF LINE	Extend a function to the end of a line.
Gold EOL	DEL EOL	Delete to the end of a line.
CHAR	CHAR	Move the cursor forwards or backwards one character.
Gold CHAR	SPECINS	Insert the decimal representation of an ASCII code at the cursor.
LINE	LINE	Move the cursor to the start of the next line or back to the start of the current line.
Gold LINE	OPEN LINE	Insert a carriage return without changing the position of the cursor.

(continued)

Table 31-7 EDT Style Editor Key Names (Cont.)

Use	Function	To
SELECT	SELECT	Select the text, from the cursor, on which to perform a function such as CUT.
Gold SELECT	RESET	Cancel Gold.
ENTER	ENTER	Initiate a command. OR Search for the next occurence of <.
Gold ENTER	SUBS	Replace a search string with the contents of the paste buffer and find the next occurrence of the search string.

EDT Main Keyboard Keys

Table 31-8 shows which keys on the main keyboard have special functions in EDT.

TABLE 31-8 EDT Style Editor Main Keyboard Keys

Press	To
Arrow Keys	Move the cursor one character at a time.
BACKSPACE	Back up to the beginning of the line.
RUB CHAR OUT (or DELETE)	Delete a character left of the cursor.
RUB WORD OUT (or LINEFEED)	Delete a word left of the cursor.

EDT Gold Key Combinations

Some keys on the main keyboard have alternate functions that can be accessed by pressing the Gold key followed by the key with the required alternate function.

Table 31-9 shows which Gold combinations have special functions in EDT.

Table 31-9 EDT Style Editor Gold Key Combinations

Press Gold then	Function	To
#	CALCULATOR	Display the Calculator and enter a formula.
$	DCL	Enter DCL commands — DCL privilege required.
*	SCRATCH PAD	Display the Scratch Pad Editor Menu.
\	DATE & TIME	Insert the Date and Time.
B	BOT DOCMT	Go to the bottom of the document.
C	CENTER	Center text.
F	FILE DOCMT	File a document.
G	GET DOCMT	Display the Get Document Menu.
H	HELP	Display Help.
I	INTERRUPT	Display the Interrupt Menu.
Q	QUIT	Quit this document without saving changes.
M	MENU	Display the Editor Menu.
N	NEW PAGE	Insert a NEW PAGE marker.
O	ORIGINAL	Display the original mail message.
P	PAGE MARKER	Insert a PAGE MARKER.

(continued)

Table 31-9 EDT Style Editor Gold Key Combinations (Cont.)

Press Gold then	Function	To
Q	QUIT	Quit this document without saving changes.
R	RULER	Display/modify the ruler.
S	SRCH	Search for and replace a word or phrase.
T	TOP DOCMT	Go to the top of a document.
U	UDP	Select a User Defined Process.
W	WIDE	Switch to a wide screen display.

EDT Control Key Combinations

Table 31-10 EDT Style Editor Control Key Combinations

Hold CTRL and press	To
A	Compute the tab level.
D	Decrease the tab level.
E	Increase the tab level.
F	Get a VMS file.
H	Move cursor to the beginning of the current line.
I	Insert a TAB.
J	Delete to the beginning of the current word.
K	Define a User Key.
M	Insert a Carriage Return.
T	Display the node account Time.
U	Delete to the beginning of the line.
W	Redisplay the screen.
Z	Exit to Line Mode editing.

Differences from Standard EDT

If you have used EDT outside ALL-IN-1, you will notice that there are differences between the two versions of EDT. In this section Standard EDT is used to describe EDT outside ALL-IN-1.

The following key combinations are additional features that are not documented in the *EDT Editor Manual*:

Gold #	Gold $	Gold *	Gold B	Gold C
Gold F	Gold G	Gold H	Gold I	Gold K
Gold M	Gold N	Gold O	Gold P	Gold Q
Gold S	Gold \	CTRL/E	CTRL/F	

The following key combinations are implemented differently in standard EDT from ALL-IN-1 EDT.

Key	Standard EDT Function	ALL-IN-1 EDT Function
Gold R	Refresh Screen	Display Ruler
Gold T	Tab Adjust	Top of Document
Gold U	Delete to beginning of line	Select a User Defined Process
Gold W	Refresh Screen	Set Wide Screen

These functions are all identical to the functions provided by the WPS style editor, except for Gold R and Gold W. Functions that are identical to those given by the WPS style editor are documented fully in the WPS style editor section. The differences from WPS are documented at the end of this chapter.

Differences from the WPS Style Editor.

Some of the EDT style editor functions differ from those implemented in the WPS style editor.

Gold R (RULER). In WPS style editing you can save up to 10 different rulers. These rulers are saved between editing sessions. In EDT style editing you can still use up to 10 rulers but you cannot save them between editing sessions.

Gold W. In the WPS style editor, Gold W rewraps a selected block of text into paragraphs.

In the EDT style editor, Gold W changes the screen to wide screen display (132 characters) and back to normal screen display (80 characters).

Press	To
Gold W	Set screen width to 132 characters.
Gold W	Return to normal screen display.

If you want to rewrap a paragraph in EDT, you must use Gold SECT (FILL).

To rewrap text into paragraphs:

1. Move the cursor to the start of the text to be rewrapped.
2. Press SELECT to mark the beginning of the text.
3. Move the cursor to the end of the text.
4. Press Gold SECT (FILL).

   EDT rewraps the text into paragraphs. EDT interprets blank lines as paragraph breaks.

DEL WORD and RUB WORD. In WPS a word includes all nonvisible characters (such as spaces, tabs, and linefeeds). In EDT a word consists only of its constituent letters.

Line Editing in EDT

In line editing you use typed commands to give instructions to the editor. See Line Editing in WPS for more details of the commands that can be used in line editing.

32

Special Menus

ALL-IN-1 has three special menus: the Interrupt Menu, the Editor Menu, and the Get Document Menu. You can access the Interrupt Menu from anywhere within ALL-IN-1; however, you can access the Editor Menu and the Get Document Menu only from within an editor.

If you use a hard-copy terminal, or operate ALL-IN-1 in Hard Copy Mode, ALL-IN-1 does not display menus or forms on the terminal; instead, ALL-IN-1 displays prompts. Refer to the Hard Copy Mode chapter in this book for information on using ALL-IN-1 in Hard Copy Mode.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.

- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

The Interrupt Menu

The Interrupt Menu lets you display the current time, read your new mail, display a Scratch Pad menu, and access the Desk Calculator, the Directories Subsystem, and the Time Management Subsystem. The Interrupt Menu is available from anywhere in ALL-IN-1, including from within the editor.

To display the Interrupt Menu:

Press Gold I.

ALL-IN-1 displays the Interrupt Menu. Table 32-1 lists the options available from this menu. Review this table to become familiar with these options. Press EXIT SCREEN when you finish using the Interrupt Menu; ALL-IN-1 returns you to wherever you were when you pressed Gold I.

Table 32-1 Interrupt Menu Options

Use		To
TIME	Display Time	Display the current time.
DIR	Directories	Access the Directories Subsystem.
DC	Desk Calculator	Access the Desk Calculator.
RN	Read new mail messages	Read your new mail.
TM	Time Management	Access the Time Management Subsystem.
SP	Scratch Pad	Display a Scratch Pad menu.

Displaying the Current Time

The Display Time (TIME) option lets you display the current system time. This option is available from the Interrupt Menu and the Main Menu, where it appears as an option, and from any subsystem menu.

To display the current time:

Enter TIME.

ALL-IN-1 displays the current system time and returns you to the menu from which you entered TIME.

Directories

The Directories (DIR) option lets you access the Directories Subsystem. The features of the Directories Subsystem let you maintain telephone directories, a list of nicknames, and distribution lists. The Directories option is available from the Interrupt Menu, Main Menu, Desk Management menu, and Information Management menu, where it appears as an option, and from any subsystem menu.

To display the Directories menu:

Enter DIR.

ALL-IN-1 displays the Directories menu. Refer to the Directories chapter in this book for information on using the features of this subsystem.

Desk Calculator

The Desk Calculator (DC) option lets you access the Desk Calculator. This option is available from the Interrupt Menu, Editor Menu, and Calculations menu, where it appears as an option, and from any subsystem menu.

If you enter the Desk Calculator option from the Interrupt Menu while editing a document, ALL-IN-1 places the contents of the Display Register in your editor's primary buffer.

To display the Desk Calculator:

Enter DC.

ALL-IN-1 displays the Desk Calculator form. Refer to the section on the Desk Calculator in the Calculations chapter in this book for information on using the functions of the Desk Calculator. When you press Gold Q, ALL-IN-1 returns you to the menu from which you entered the Desk Calculator option.

Hint:

- You can access the short Desk Calculator form by pressing Gold #.

Reading New Mail

The Read New Mail Messages (RN) option lets you read your new mail without having to go to the Electronic Messaging Subsystem. This option is available from the Interrupt Menu and Electronic Messaging menu, where it appears as an option.

To read your new mail:

Enter RN.

ALL-IN-1 displays your first new mail message. When you press RETURN at the end of the message, ALL-IN-1 returns you to the menu from which you entered the Read New Mail option. To see your next new mail message, you must reenter the Read New Mail Messages option.

NOTE: If you have angle brackets, <>, or parentheses, (), in the Full Name field of your User Profile, you may receive an error message when reading your new mail.

Time Management

The Time Management (TM) option lets you access the Time Management Subsystem. The features of the Time Management Subsystem let you maintain a calendar of meetings, appointments, and reminders and create and maintain an Action Item List and a list of things to do. The Time

Management option is available from the Interrupt Menu, Main Menu, and Desk Management menu, where it appears as an option, and from any subsystem menu.

To display the Time Management menu:

Enter TM.

ALL-IN-1 displays the Time Management menu. Refer to the following chapters for information on using the Time Management Subsystem and its features: Time Management, Meetings, Appointments, Reminders, Action Items, To-Do List, and Time Management - Print and Display Events Options.

The Scratch Pad

The Scratch Pad (SP) option lets you display the Scratch Pad Menu. If you invoke the Interrupt Menu from within an editor, the Scratch Pad option displays the Scratch Pad Editor Menu. The options on this menu let you work with the contents of the Scratch Pad. The Scratch Pad option is available from the Interrupt Menu, Get Document Menu, and File Cabinet menu, where it appears as an option, and from the Main Menu and any subsystem menu.

To display the Scratch Pad Menu or the Scratch Pad Editor Menu:

Enter SP.

OR

Press Gold *.

ALL-IN-1 displays the Scratch Pad Menu or the Scratch Pad Editor Menu. Figure 32-1 illustrates the Scratch Pad Editor Menu. Refer to the section on the Scratch Pad in the File Cabinet chapter in this book for information on using the Scratch Pad Menu and Scratch Pad Editor Menu options.

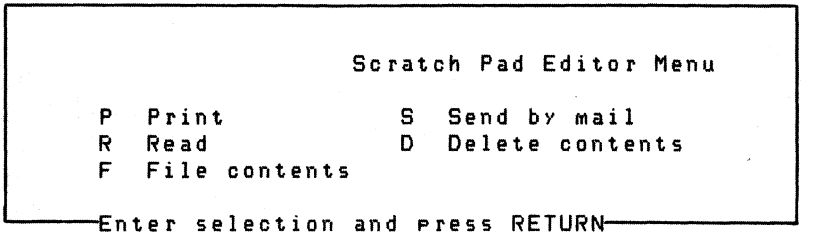

Figure 32-1 Scratch Pad Editor Menu

The Editor Menu

You can access the Editor Menu only from within an editor. The Editor Menu options let you access the Desk Calculator, DATATRIEVE, the Time Management Subsystem, and the Directories Subsystem, and update the header information for the document you are editing.

To display the Editor Menu:

Press Gold M.

ALL-IN-1 displays the Editor Menu. Press EXIT SCREEN when you finish using the Editor Menu; ALL-IN-1 returns you to your default editor to continue editing the text of your document.

Figure 32-2 shows the Editor Menu.

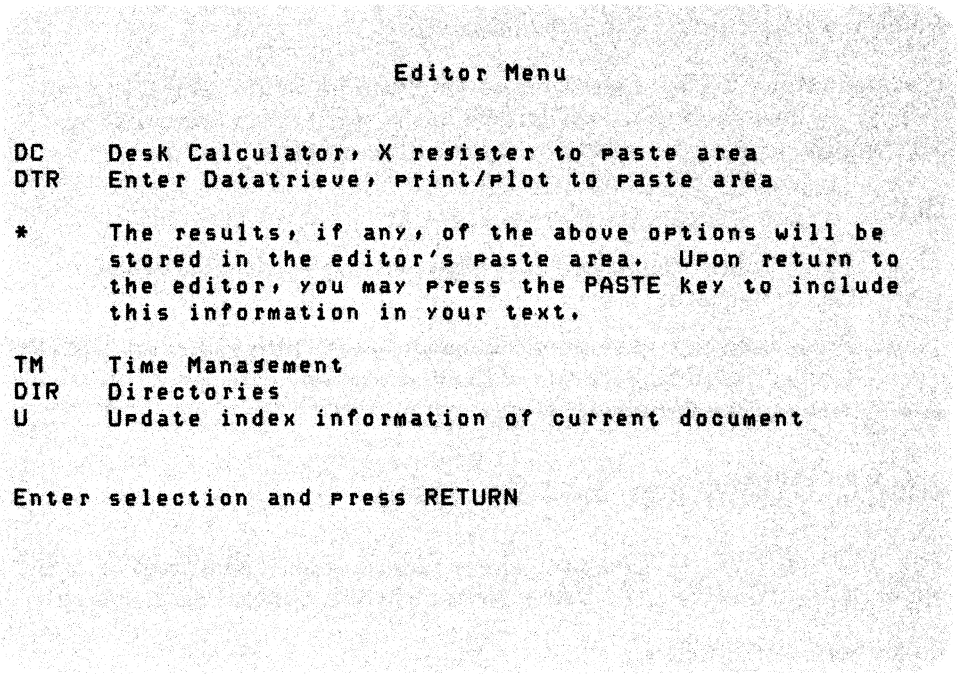
Editor Menu
DC Desk Calculator, X register to paste area
DTR Enter Datatrieve, print/plot to paste area
* The results, if any, of the above options will be stored in the editor's paste area. Upon return to the editor, you may press the PASTE key to include this information in your text.
TM Time Management
DIR Directories
U Update index information of current document
Enter selection and press RETURN

Figure 32-2 Editor Menu

Using the Desk Calculator from the Editor Menu

The Desk Calculator (DC) option lets you access the Desk Calculator. This option is available from the Editor Menu, Interrupt Menu, and Calculations menu, where it appears as an option, and from any subsystem menu.

To display the Desk Calculator:

Enter DC.

ALL-IN-1 displays the Desk Calculator form. Refer to the section on the Desk Calculator in the Calculations chapter in this book for information on using the functions of the Desk Calculator.

ALL-IN-1 displays the results of your calculations in the Display (X) Register and places them in the editor's paste buffer. When you press Gold Q to leave the Desk Calculator, ALL-IN-1 returns you to the menu from which you entered the Desk Calculator option.

If you entered the Desk Calculator option from the Editor Menu, you can include the results of your calculations in the text of your document by pressing the PASTE key after you return to your editor.

Hints:

- Press Gold # from the Editor Menu to display the short Desk Calculator form.
- Press Gold F to save the document you are editing or press Gold Q to stop the editing session without saving any changes you have made to the document.

Using DATATRIEVE from the Editor Menu

The DATATRIEVE (DTR) option lets you access VAX DATATRIEVE. This option is available from the Editor Menu, where it appears as an option.

To access DATATRIEVE:

Enter DTR.

ALL-IN-1 places you in DATATRIEVE. You can use the features of DATATRIEVE to print information you want to include in your document and to draw graphs you want to include in your document. ALL-IN-1 stores the output of the DATATRIEVE print or plot command in your editor's paste buffer. When you exit DATATRIEVE, ALL-IN-1 returns you to the Editor Menu. When you leave the Editor Menu, you can include the output of the DATATRIEVE print or plot command in your document by pressing the PASTE key.

Refer to your VAX DATATRIEVE documentation for information on using DATATRIEVE.

NOTE: You must have a graphics terminal to use the plot feature of DATATRIEVE.

Time Management

The Time Management (TM) option lets you access the Time Management Subsystem. The features of the Time Management Subsystem let you maintain a calendar of meetings, appointments, and reminders and create and maintain an Action Item List and a list of things to do. The Time Management option is available from the Editor Menu, Interrupt Menu, Main Menu, and Desk Management menu, where it appears as an option, and from any subsystem menu.

To display the Time Management menu:

Enter TM.

ALL-IN-1 displays the Time Management menu. Refer to the following chapters in this book for information on using the Time Management Subsystem and its features: Time Management, Meetings, Appointments, Reminders, Action Items, To-Do List, and Time Management - Print and Display Events Options.

When you press EXIT SCREEN at the Time Management menu, ALL-IN-1 returns you to the menu from which you entered the Time Management option.

Directories

The Directories (DIR) option lets you access the Directories Subsystem. The features of the Directories Subsystem let you maintain telephone directories, a list of nicknames, and distribution lists. The Directories option is available from the Editor Menu, the Interrupt Menu, the Main Menu, the Desk Management menu, and the Information Management menu, where it appears as an option, and from any subsystem menu.

To display the Directories menu:

Enter DIR.

ALL-IN-1 displays the Directories menu. Refer to the Directories chapter in this book for information on using the features of this subsystem. When you press EXIT SCREEN at the Directories menu, ALL-IN-1 returns you to the menu from which you entered the Directories option.

Updating the Document Index Information

The Update Index Information (U) option lets you change the header information for the document you are editing. You can change the folder name, document title, author, document handling, and keywords, but not the creation or modification dates. The Update Index Information option is available from the Editor Menu and the File Cabinet menu, where it appears as an option, and from the Word and Document Processing, Document Transfer, Electronic Messaging, and Programming Functions menus.

To change a document's header information:

1 Enter U.

2 Change whatever information you want.

ALL-IN-1 displays the Update Index Information form containing the header information for the document you are editing. Refer to the Updating Header Information section in the File Cabinet chapter in this book for information on using this option.

When you press RETURN, ALL-IN-1 changes the header information for the document you are editing to what you specified on the Update Index Information form and returns you to the menu from which you entered the Update Index Information option.

The Get Document Menu

You can access the Get Document Menu only from within an editor. The Get Document Menu options let you include the contents of the Scratch Pad, another document in your File Cabinet, a file from a VMS directory, and a User Defined Process (UDP) key definition in the document you are editing.

To display the Get Document Menu:

Press Gold G.

ALL-IN-1 displays the Get Document Menu. Table 32-2 lists the options available from this menu. Review this table to become familiar with these options.

Table 32-2 Get Document Menu Options

Use		To
SP	Scratch Pad	Include the contents of the Scratch Pad in the document being edited.
DOC	File Cabinet Document	Include another document in your File Cabinet in the document being edited.
VMS	VMS file	Include a file from a VMS directory in the document being edited.
UDP	UDP Key Definition	Include a UDP key definition in the document being edited.

Including the Scratch Pad Contents

The Scratch Pad (SP) option lets you include the contents of the Scratch Pad in the text of the document you are editing. This option is available from the Get Document Menu, where it appears as an option.

To include the Scratch Pad contents:

Enter SP.

When you press RETURN, ALL-IN-1 returns you to your default editor to continue editing the document and places the contents of the Scratch Pad in the text of your document.

Including a File Cabinet Document

The File Cabinet Document (DOC) option lets you include another document in your File Cabinet in the text of the document you are editing. This option is available from the Get Document Menu, where it appears as an option.

To include another document:

1 Enter DOC.

2 Enter the name of the folder containing the document you want to include.

3 Enter the title or number of the document you want to include.

ALL-IN-1 displays the Selecting Document to Insert form. The folder field contains the name of the current folder. If the document you want is in another folder, clear the Folder field and enter the name of the folder that contains the document you want to include in the document you are editing. Enter the title or number of the document you want to include in the document you are editing. When you press RETURN, ALL-IN-1 selects the specified document. When you press RETURN again, ALL-IN-1 returns you to your default editor to continue editing and places the text of the document you specified into the text of the document you are editing.

Including a VMS File

The VMS File (VMS) option lets you include the contents of a file from a VMS directory in the text of the document you are editing. This option is available from the Get Document Menu, where it appears as an option.

To include a VMS file:

1 Enter VMS.

2 Enter the directory and file name of the VMS file you want to include.

ALL-IN-1 displays the Include a VMS File form. Enter the name of the VMS file that you want to include in the document you are editing. The file name should include the directory specification, unless the file is located in your ALL-IN-1 default directory.

For example, if the file you want to include is EXAMPLE.FIL located in your ALL-IN-1 default directory, just enter EXAMPLE.FIL in the VMS File Name field. If the file you want to include is SAMPLE.FIL located in

directory DISK$:[TOP.SUB], which is not your ALL-IN-1 default directory, enter DISK$:[TOP.SUB]SAMPLE.FIL in the VMS File Name field.

When you press RETURN, ALL-IN-1 returns you to your default editor to continue editing and places the contents of the file you specified into the text of the document you are editing.

Hint:

- Press Gold L while in the VMS File Name field on the Include a VMS File form to display a list of all the files in your ALL-IN-1 default directory.

Including a User Defined Process (UDP) Key Definition

The UDP Key Definition (UDP) option lets you include a UDP key definition in the text of the document you are editing. This option is available from the Get Document Menu, where it appears as an option.

To include a UDP key definition:

1 Enter UDP.

2 Enter the name of the UDP you want to include.

ALL-IN-1 displays the Selecting A UDP form. Enter the name of the UDP you want to include in the document you are editing. When you press RETURN, ALL-IN-1 returns you to your default editor to continue editing and places the contents of the specified UDP into the text of the document you are editing.

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Using DIGITAL Standard Runoff with ALL-IN-1

DIGITAL Standard Runoff (DSR) is a text-formatting program that enables you to prepare documents easily in conjunction with your ALL-IN-1 system. By inserting RUNOFF commands and special characters into your text, you can format your material with a minimum of effort.

You use your ALL-IN-1 Editor to create the document text. During input you need not worry about spacing between words, justifying lines, case shifting, page numbering, and other formatting considerations. RUNOFF does all these things for you. Because you add certain commands with your text, RUNOFF can reproduce your document according to your specifications.

A formatted document is a document that has been processed by RUNOFF. Neither the RUNOFF commands nor flags appear in the document.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.

- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Why Use RUNOFF?

Use RUNOFF when you want to reformat the body of a document with just a few commands. This includes justifying lines, automatically numbering pages in a document, and putting a title on each page. With these special characters or commands, you can also enhance your document with bolding, underlining, or overstriking.

In addition, RUNOFF has a Table of Contents feature that generates a table of contents. Each time you rearrange a document, you can quickly produce a new table of contents that reflects your new document.

The principal benefit of RUNOFF, therefore, is the speed and ease with which you can change formats for large documents without changing the document text.

Creating a RUNOFF Source Document

The document that contains the RUNOFF commands is called the RUNOFF source document. This document is stored in a folder in the File Cabinet. Use the Create (C) option on the Word and Document Processing menu to create a RUNOFF source document.

To create a RUNOFF source document:

1 Enter C.

2 Enter a different folder name if you want.

3 Enter a title and keywords for the document.

4 Press Gold A.

5 Enter RUNOFF in the Handling field.

6 Enter the necessary information to use a template document, if you want.

7 Type in your document text and RUNOFF commands.

8 Press Gold F when you finish.

ALL-IN-1 displays the Creating New Document form. The Folder field contains the name of the current folder. If you want a different folder, press BACKSPACE to go to the Folder field, press DELETE FIELD to clear the Folder field and enter a new folder name. Enter a title and keywords for the document and press Gold A.

ALL-IN-1 displays the Additional Fields for Create and Template Document forms. Enter RUNOFF in the Handling field. If you want to use a template document, complete the necessary fields on the Template Document form. When you press RETURN, ALL-IN-1 places you in your default editor. Type in the text of your document and the necessary RUNOFF commands. When you press Gold F, ALL-IN-1 files the document, returns you to the Word and Document Processing menu, and displays the folder name and document name and number of the newly created document in the Current Document Block.

Refer to your VAX/VMS documentation for information on RUNOFF commands.

Reading a Formatted Document

The Read (R) option on the Word and Document Processing menu lets you display the formatted document on your terminal. Use the Select option to choose the document you want to display.

To display the formatted document:

Enter R.

RUNOFF processes the document commands and checks to make sure your commands are correct. If you have entered an invalid command, RUNOFF notifies you with an error message. You need to edit your document, correct

your mistake, then use the Read option again. After processing the document, RUNOFF displays the formatted document on your screen. Twenty lines of the document appear at a time. You can press RETURN to see the next 20 lines or press EXIT SCREEN to return to the menu.

Reading a RUNOFF Source Document

The Edit (E) option on the Word and Document Processing menu lets you read a RUNOFF source document. Use the Select option to choose the document you want to read.

To read a RUNOFF source document:

Enter E.

ALL-IN-1 places you in your default editor and displays the RUNOFF source document on your terminal. You can make changes to the document, if you want. Press Gold F to exit the editor and save any changes you made; press Gold Q to exit the editor without saving any changes you made. ALL-IN-1 returns you to the Word and Document Processing menu.

Printing a Formatted Document

The Print (P) option on the Word and Document Processing menu lets you create a paper copy of the formatted document. Use the Select option to choose the document you want to print.

To print the formatted document:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form. When you press RETURN, RUNOFF processes the document commands and checks to make sure your commands are correct. If you have entered an invalid command, RUNOFF notifies you with an error message. You need to edit your document, correct your mistake, then use the Print option again. The document prints without the commands or flags you used to shape the text.

Printing a RUNOFF Source Document

If you want to create a paper copy of a RUNOFF source document, you must first change the Handling field entry. Otherwise, RUNOFF processes the document before ALL-IN-1 prints it. You can update the header information for the RUNOFF document from the Word and Document Processing menu or from the File Cabinet menu.

To change the header information:

1 Enter U.

2 Position the cursor in the Handling field.

3 Press DELETE FIELD.

ALL-IN-1 displays the Update Index Information form. Press TAB until the cursor is positioned in the Handling field. Press DELETE FIELD to clear the Handling field. When you press RETURN, ALL-IN-1 updates the header information for the document and returns you to the menu from which you entered the Update Index Information option.

To print a RUNOFF source document:

Enter P.

ALL-IN-1 displays the Printing Document form. Refer to the Printing Documents and Messages chapter in this book for information on completing this form.

When you press RETURN, ALL-IN-1 prints the RUNOFF source document on the specified printer and returns you to the menu from which you entered the Print option.

Hint:

- To print the formatted document, you must update the header information and enter RUNOFF in the Handling field.

Mailing a RUNOFF Source Document

The Send by MAIL (S) option on the Word and Document Processing menu or the Send (S) option on the Electronic Messaging menu let you send a RUNOFF source document to another user. Use the Select option to choose the document you want to send.

To mail the RUNOFF source document to another user:

1 Enter S.

2 Enter the addressees at the TO and CC prompts.

If you choose the Send by MAIL option from the Word and Document Processing menu, ALL-IN-1 displays the Edit Message Header form. Enter the names of those to whom you want to send the RUNOFF source document at either the TO or CC prompt. When you press RETURN, ALL-IN-1 sends the RUNOFF source document to the addressees you listed and returns you to the Word and Document Processing menu.

If you choose the Send option from the Electronic Messaging menu, ALL-IN-1 displays the Message Header form. Enter the names of those to whom you want to send the RUNOFF source document at either the TO or CC prompt. When you press RETURN, ALL-IN-1 places you in your default editor. When you press Gold F, ALL-IN-1 sends the RUNOFF source document to the addressees you listed and returns you to the Electronic Messaging menu.

Mailing a Formatted Document

You can also send a formatted document to another user. However, before you can mail a formatted document to someone, you must create it. Use the Print (P) option on the Word and Document Processing menu to create the formatted document. You can then use the Send by MAIL (S) option on the Word and Document Processing menu or the Send (S) option on the Electronic Messaging menu to send the formatted document to another user. Use the Select option to choose the RUNOFF source document you want to format and mail.

NOTE: The document you specify in the Title field on the Selecting Output Document form must be an existing document. If you do not want to overwrite the contents of an existing document, use the Create option and create a blank document.

To create a formatted document:

1 Enter P.

2 Enter DOCUMENT in the Document Destination field.

3 Enter a folder name.

4 Enter the title or number of the document you want to be the formatted document.

When you enter P and press RETURN, ALL-IN-1 displays the Printing Document form. Enter DOCUMENT into the Document Destination field. ALL-IN-1 automatically completes the Printer Type field; you do not have to enter anything in this field. When you press RETURN, ALL-IN-1 displays the Selecting Output Document form. Enter the name of the folder that contains the document you want to be the formatted document. Enter the title or number of the document; this **must** be an existing document. When you press RETURN, RUNOFF processes the document, checking the RUNOFF commands to make sure they are correct. RUNOFF issues an error message for each incorrect command found. If you receive any error messages, you should edit your RUNOFF source document and correct the necessary command(s). Then begin with step 1 above.

ALL-IN-1 places the formatted output into the document you specified on the Selecting Output Document form, returns you to the Word and Document Processing menu, and displays the folder name and document title and number of the formatted document in the Current Document Block. Any RUNOFF error messages issued are also included in the formatted document.

NOTE: The title you enter in the Title field on the Selecting Output Document form must be the name of an existing document. If the document does not exist, ALL-IN-1 informs you of this and asks you to enter another document title.

Any text in the document you specify in the Title field on the Selecting Output Document form is overwritten by the formatted document.

You can now mail the formatted document to another user on your system or on another system on your computer network.

To send the formatted document to another user:

1 Enter S.

2 Enter the addressees in the TO and CC fields.

If you choose the Send by MAIL option from the Word and Document Processing menu, ALL-IN-1 displays the Edit Message Header form. In the TO field, enter the names of the people you want to receive the formatted document. In the CC field, enter the names of the people you want to receive a copy of the formatted document. When you press RETURN, ALL-IN-1 sends the formatted document to the addressees you specified, and returns you to the Word and Document Processing menu. Refer to the appropriate Electronic Messaging chapter in this book for more information on completing the Edit Message Header form.

If you choose the Send option from the Electronic Messaging menu, ALL-IN-1 displays the Message Header form. In the TO field, enter the names of the people you want to receive the formatted document. In the CC field, enter the names of the people you want to receive a copy of the formatted document. When you press RETURN, ALL-IN-1 sends the formatted document to the addressees you specified, and returns you to the Electronic Messaging menu. Refer to the appropriate Electronic Messaging chapter in this book for more information on completing the Message Header form.

Hints:

- The most flexible thing to do is to mail the RUNOFF source document. When the addressee receives and then prints or reads it, RUNOFF will format the document at that time.
- If you do not want to lose text in an existing document, use the Create option on the Word and Document Processing menu to create a blank document.

Inserting RUNOFF Commands

You specify how to format the text in a document by inserting RUNOFF commands in front of the line you want to format. Additional enhancements, such as underlining, are specified by embedding flags (special characters) within the text.

Parts of a RUNOFF Command

A RUNOFF command determines how the text that follows it will be formatted. A RUNOFF command consists of the following parts (see Figure 33-1):

- A control flag (.) – This flag introduces a RUNOFF command. Begin a command in column 1 unless it follows other commands in a command string.
- A keyword – The keyword immediately follows the control flag to specify the command function. A keyword is made up of a word or words separated by a space. The keyword may be entered in uppercase, lowercase, or mixed case.
- Parameters – These provide additional information for some commands. Use commas or spaces to separate multiple parameters, for example:

  .LAYOUT 1,3
  .LAYOUT 1 3

  Many commands have optional parameters. If you do not enter an optional parameter, RUNOFF supplies a predetermined value (known as a default).

- A terminator – The terminator ends the command or string of commands. Commands are most commonly terminated by the end of the line. Alternatively, you can terminate a command with a semicolon (;). You can terminate a command and begin a comment with an exclamation point (!). Or, you can terminate a command and begin another one with a period (.).

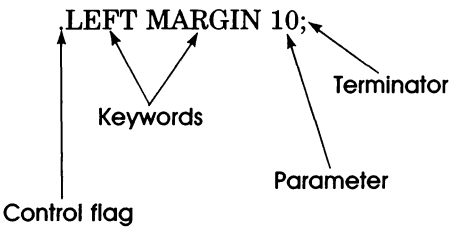

Figure 33-1 A RUNOFF Command

Abbreviating Commands

All commands have abbreviations. It is often convenient to enter the abbreviation instead of the full command.

You can also type the beginning letters of the words forming the command keyword. You can use any such short form, as long as the truncation does not match any other command name or similarly shortened form of any other command name. For example, two of the possible short forms of the .NO NUMBER PAGE command are these:

.NONUM PG

.NO NUM PG

Hint:

- Use abbreviations (.NMPG for this example) instead of the short forms to guarantee that you have a unique command.

Entering Several Commands on a Line

You can put more than one command on a line. When inserting more than one command on a line:

- Precede each command with a control flag (.).
- Type the first command in column 1 of a line.

- Put one command after another if all commands on the line either take no values or take numeric values.
- Include a command that takes an alphabetic parameter, as long as it is the last command on the line.

An example of three RUNOFF commands on the same line is:

```
.BLANK.LEFT MARGIN 0.INDENT 10
```

NOTE: Some commands that take alphabetic values (such as the DISPLAY commands) can appear anywhere in a line of commands. Other commands take text, but they must be followed by a semicolon (;) for another command to follow on the same line.

You terminate a command or line of commands by ending the line. However, if you want to keep text on the same line with a command, terminate the command by typing a semicolon instead. Text immediately follows the semicolon with no space in between. For example,

```
We sail the ocean blue,
.BLANK;And our saucy ship's a beauty.
```

In the previous example, the semicolon after the .BLANK command tells RUNOFF that the command is terminated and text now follows. Therefore, RUNOFF inserts a blank line between the two lines of text. The formatted text looks like this:

```
We sail the ocean blue,

And our saucy ship's a beauty.
```

Separating Command Parameters

The rules for separating command parameters from keywords, and for separating parameters from other parameters, are different.

When separating parameters from keywords:

- If the leading character of the first parameter is not a letter, no separator is required.

- If the leading character is a letter, the letter must be separated from the final keyword by at least one space or tab.

For example, .TITLE RUNOFF is acceptable, whereas .TITLERUNOFF is not, because RUNOFF cannot differentiate between the parameter and the keyword.

When separating parameters from other parameters:

- If more than one parameter is required, you may insert a space-separator or comma-separator between parameters.
- If you have adjacent letters or numbers in your parameter sequence, you **must** insert a separator. A space-separator consists of at least one SPACE or TAB character. A comma-separator consists of a single comma, alone or within any number of spaces and/or tabs.

Basic RUNOFF Commands

The following table lists the most frequently used RUNOFF commands. Most of these commands were used to create the *ALL-IN-1 User's Reference*. Review the commands in this table to become familiar with the basic RUNOFF commands. Refer to your VAX/VMS documentation for more information on these and other RUNOFF commands.

Table 33-1 Basic RUNOFF Commands

Command	Abbreviation	Function
appendix	ax	Create an appendix heading and number.
number appendix	nma	Specify an appendix number.
blank	b	Leave a blank line.
center	c	Center text within the margins.
chapter	ch	Create a chapter heading and number.
number chapter	nmch	Specify a chapter number.

(continued)

Table 33-1 Basic RUNOFF Commands (Cont.)

Command	Abbreviation	Function
display subpage	dsp	Specify the form of subpage numbers.
number subpage	nmspg	Specify the letter to append to the page number.
figure deferred	fgd	Leave specified number of blank lines on the page.
flags bold	fl bold	Enable recognition of the bold flag character (*).
enable bolding	ebo	Enable the boldface function.
flags underline	fl underline	Enable recognition of the underline flag character (&).
enable underlining	eun	Enable the underline function.
header level	hl	Create a header and number.
indent	i	Control the number of spaces the text is indented.
index	x	Create an index entry with a page number reference.
entry	y	Create an index entry without a page number reference.
justify	j	Insert enough space between words to make lines reach the right margin.
nojustify	nj	Do not insert space between words.
layout	lo	Implement the selected RUNOFF layout.
left margin	lm	Set the left margin.
right margin	rm	Set the right margin.
list	ls	Begin a list.
display elements	dle	Control the numbering of elements in a list.
list element	le	Create an item (element) in the list.
end list	els	End a list.

(continued)

Table 33-1 Basic RUNOFF Commands (Cont.)

Command	Abbreviation	Function
literal	lt	Leave text exactly as entered.
end literal	el	Return to formatting text.
note	nt	Begin note format.
end note	en	End note format.
number page	nmpg	Specify the number to print on the page.
no number	nnm	Do not number the page.
display number	dnm	Specify the form of page numbers.
page	pg	Start a new page.
page size	ps	Determine maximum number of lines per page and maximum number of characters per line.
paragraph	p	Begin a new paragraph.
set paragraph	spr	Set the spacing and indent values for the paragraph command.
require	req	Process and merge different input files.
send toc	stc	Insert following text into the Table of Contents.
style headers	sthl	Change the format of the various header levels.
test page	tp	Specify the number of following lines of text to place all on one page.
title	t	Use text as title.
xlower	xl	Leave the case in index entries as it was typed.

Accepting Default Values (Null Parameters)

If you want to use a default value when you enter a sequence of parameters, use a comma to indicate a null parameter. RUNOFF assigns the appropriate default value to the null parameter. For example:

```
Format:   .DISPLAY ELEMENTS "q",y,"q"
          .DISPLAY ELEMENTS ,,"x"
```

In the previous example, the .DISPLAY ELEMENTS command invokes default values for the first and second parameters ("q" and "y") while using a given value ("x") for the third parameter.

Default Command Values

Suppose you have not included any RUNOFF commands at all in your text file. When you process this file with RUNOFF, you will still see a difference in the way the text looks in the output file. The reason for the difference is that RUNOFF provides certain basic formats just as if you had included the appropriate commands in your RUNOFF source document. These basic formats are known as command defaults.

The command default values are:

- .PAGE SIZE 58,70 – A width of 70 character positions and a length of 58 lines per page.
- .PAGING – Sequential page numbering for every page but the first.
- .LEFT MARGIN 0 – A left margin setting of zero (just before the first character position of a line).
- .RIGHT MARGIN 70 – A right margin setting of 70 (just after the 70th character position of a line).
- .SPACING 1 – Line spacing equivalent to the single-space setting on a typewriter.
- .TAB STOPS 8,16,24,... – A tab setting every eighth character position on a line.

- .FILL – Adds words to each output line until the addition of one more word would cross the right margin.
- .JUSTIFY – Inserts additional spaces between words so the last word reaches the right margin.

RUNOFF Sample Documents

The following examples show how to use a few simple RUNOFF commands and flags to format text. Complete descriptions of the commands are given in your VAX/VMS RUNOFF documentation.

Figure 33-2 illustrates examples of two RUNOFF source documents. Figure 33-3 illustrates the formatted documents created from the source documents illustrated in Figure 33-2.

```
.lm5.rm55
.flags underline
.enable underlining
.c;^ &Sample Document\&

.p;This is a sample RUNOFF source document. The commands in this
document set the left margin at column 5, the right margin at column
55, turn on the underline flag, and center the title of the document
between the left and right margins.


.layout 2,2
.style headers ,0,0
.set paragraph 0
.nmch55;

.ch       Sample RUNOFF Documents

.p;The commands at the beginning of this document:

.ls;
.le;Determine where on the page the document's title, subtitle, and
page number will be printed.
.le;Determine how to capitalize the header levels.
.le;Determine the number of spaces that the first line of a paragraph
is indented.
.le;Determine what the chapter number is.
.le;Begin a new chapter on a new page.
.els;

.hl1    Other Commands

.p;The other commands in this document tell RUNOFF to begin a new
paragraph (.p), begin a list (.ls), put the following text in the list (.le),
end the list (.els), begin a new page and a new chapter (.ch), and begin
a new header level (.hl).
```

Figure 33-2 Sample RUNOFF Source Documents

Sample Document

This is a sample RUNOFF source document. The commands in this document set the left margin at column 5, the right margin at column 55, turn on the underline flag, and center the title of the document between the left and right margins.

CHAPTER 55

SAMPLE RUNOFF DOCUMENTS

The commands at the beginning of this document:

1. Determine where on the page the document's title, subtitle, and page number will be printed.
2. Determine how to capitalize the header levels.
3. Determine the number of spaces that the first line of a paragraph is indented.
4. Determine what the chapter number is.
5. Begin a new chapter on a new page.

55.1 Other Commands

The other commands in this document tell RUNOFF to begin a new paragraph (.p), begin a list (.ls), put the following text in the list (.le), end the list (.els), begin a new page and a new chapter (.ch), and begin a new header level (.hl).

55-1

Figure 33-3 Sample Formatted Documents

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Hard Copy Mode

ALL-IN-1 can operate in two modes: Screen Mode and Hard Copy Mode. In Screen Mode, ALL-IN-1 displays menus and other forms on your terminal screen.

In Hard Copy Mode, no forms display on the terminal. Instead, ALL-IN-1 displays form identifiers to tell you what form you are on and field identifiers to prompt you for data. To perform a task, you enter the appropriate mnemonics at the prompts and press RETURN to display the next form or field identifier. Because forms take time to display, ALL-IN-1 responds faster to your input in Hard Copy Mode than in Screen Mode.

Using Hard Copy Mode on a video terminal improves response time because the screen is never painted. This is particularly true if you are logging in to ALL-IN-1 from a non-DIGITAL video display terminal or from a remote location through a modem.

NOTE: Access from any terminal not compatible with FMS will automatically place ALL-IN-1 in Hard Copy Mode.

When you are entering information:

- Press RETURN after entering an option, and after entering a response to a prompt.
- Press TAB to go to the next field identifier, and press BACKSPACE to go to the previous field identifier.
- Press EXIT SCREEN to return to the previous form identifier.
- Clear a field and press ESC L to see a list of valid entries for that field.
- Press ESC H to get Help.
- Press ESC I to display the Interrupt Menu.

Switching Modes

When you log in to ALL-IN-1 from a DIGITAL VT100 series or VT200 series terminal, you are automatically in Screen Mode, unless your User Profile specifies Hard Copy Mode as your terminal mode. Use the Set Terminal Mode - Screen/Hardcopy option on the User Setup Parameters menu to switch between Hard Copy Mode and Screen Mode. Refer to the Setting Your Terminal Operating Mode section in the User Setup chapter in this book for information on switching modes.

If you have Command privilege, you can switch modes from any subsystem menu.

To activate Hard Copy Mode:

1 Enter <Mode C.

2 Press RETURN.

For menus, ALL-IN-1 lists the mnemonics for the available menu options and prompts you for a response with a right angle bracket, >. Pressing ESC twice displays the form on the screen as it would appear in Screen Mode, but without the video attributes. ALL-IN-1 also displays the current field contents.

To change to Screen Mode:

1 Enter <Mode Screen.

OR

Enter <Mode S.

2 Press RETURN.

ALL-IN-1 switches to Screen Mode and displays menus and forms, if your terminal supports FMS.

Using the Keyboard Functions

Activating the ALL-IN-1 keyboard and keypad functions is different in Hard Copy Mode. However, the functions that the keys perform are exactly the same in both modes.

When using Hard Copy Mode, ALL-IN-1 assumes you are using a standard keyboard that may not have an auxiliary keypad. To simulate keypad functions, you may use the ESC key on the main keyboard.

That is:

ESC A - Z is the same as Gold A - Z

ESC 0 - 9 is the same as keypad 0 - 9

ESC , is the same as keypad ,

ESC - is the same as keypad -

ESC . is the same as keypad .

For example:

ESC 0 is the same as EXIT SCREEN.

ESC A is the same as Gold A.

If you are in Hard Copy Mode while using a VT100 terminal, or a VT100-compatible terminal (e.g. VT200 series terminal), you can use the auxiliary keypad just as in Screen Mode. However, ALL-IN-1 does not recognize the left and right arrow keys in Hard Copy Mode.

Entering Information

Although forms do not display on your screen, they are still in effect. You activate functions at field prompts the same way you do in Screen Mode.

Form Identifiers

Whenever an ALL-IN-1 form is in effect, ALL-IN-1 displays the form identifier and form name (e.g. FORM> User Profile Entry). The name of the form currently in effect appears after the form identifier.

For example:

```
FORM> Main Menu

FORM> Information Management
```

NOTE: Please note that the form identifier format is customizable and may be different from the one illustrated above.

Field Identifiers

ALL-IN-1 displays the current field identifier with its current value, if any, in square brackets, [ ].

For example:

```
FORM> User Profile Entry
    > Full name [Mike Mouser/Hollywood]>
```

field — Current entry or value

OR

```
FORM> Word and Document Processing
    > Current Folder [EXAMPLES]>
    > Current Title [Sample]>
    > Current Number [000213]>
    > OPTIONS: SEL,C,E,D .... > C <RETURN>
FORM> Creating New Document
    > Title > Cover Memo <RETURN>
```

NOTE: Please note that form names and field names are customizable and may be different from those illustrated above.

In the last example, the Create option was entered at the Word and Document Processing prompt. At the Title prompt, the document title *Cover Memo* was entered. ALL-IN-1 creates the document called *Cover Memo* in the current folder.

Field Overflow. When you overflow a field (e.g. enter six characters into a five character field), the cursor (print-head on a non-video terminal) moves to column one and remains there until you press a field terminator, such as TAB or RETURN. ALL-IN-1 then takes the appropriate action based upon which terminator was pressed.

Scrolled Region Displays

Options that use scrolled regions, such as Index, ESC L, and ESC S, display the scrolled lines one at a time without field prompts. In most instances, column headers and background text from the form do not display. After the last line displays, ALL-IN-1 prompts you.

Figure 34-1 illustrates an example of the output of the Index option in Hard Copy Mode.

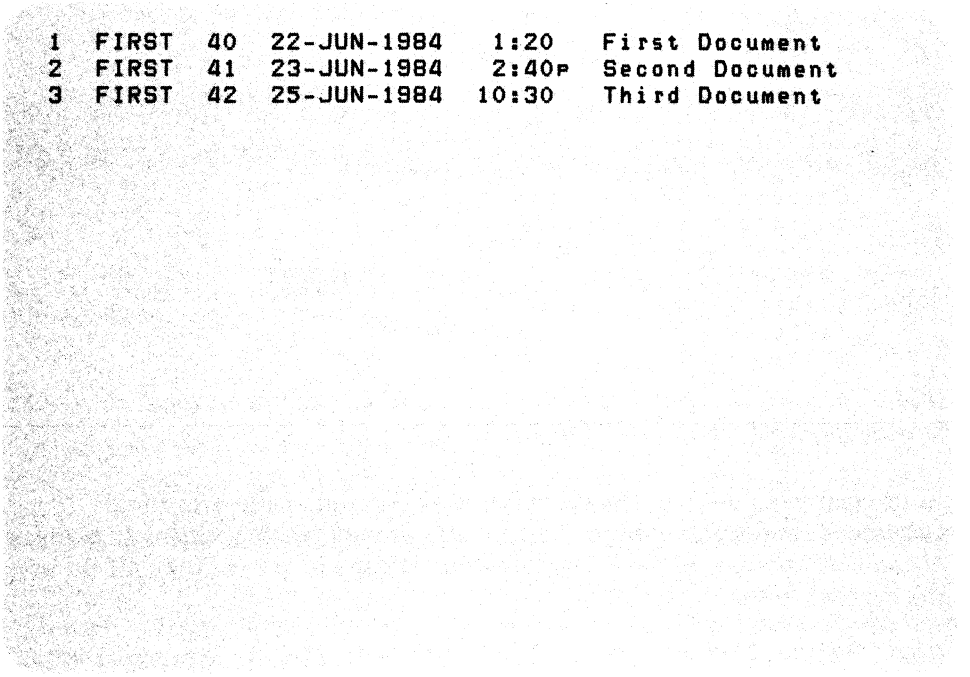

1 FIRST 40 22-JUN-1984 1:20 First Document
2 FIRST 41 23-JUN-1984 2:40P Second Document
3 FIRST 42 25-JUN-1984 10:30 Third Document

Figure 34-1 Example of Hard Copy Mode Index Output

Figure 34-2 illustrates an example of the output of ESC L or ESC S in Hard Copy Mode.

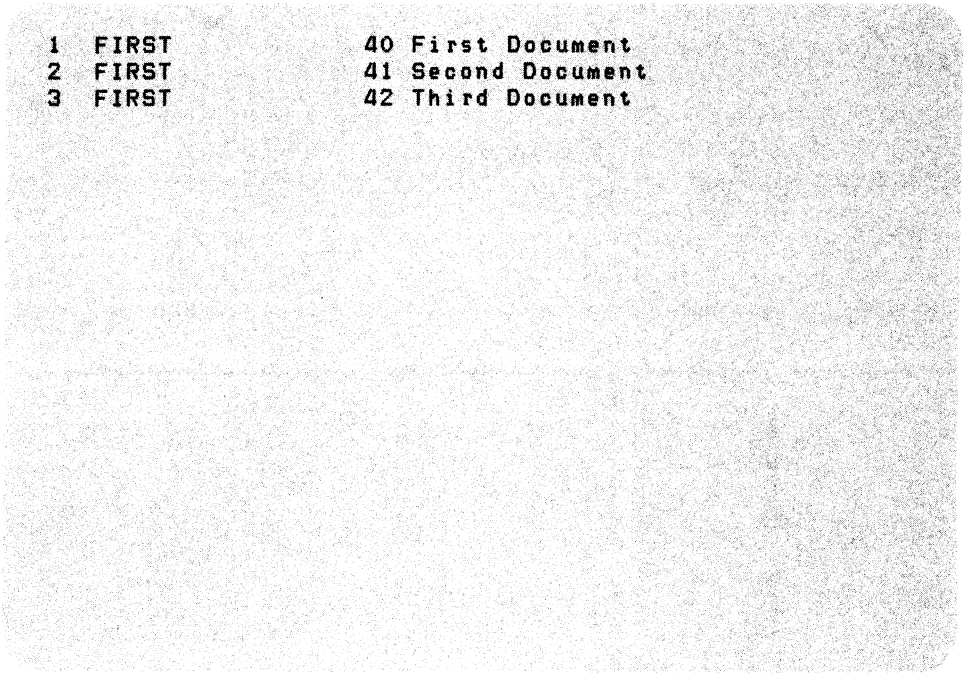
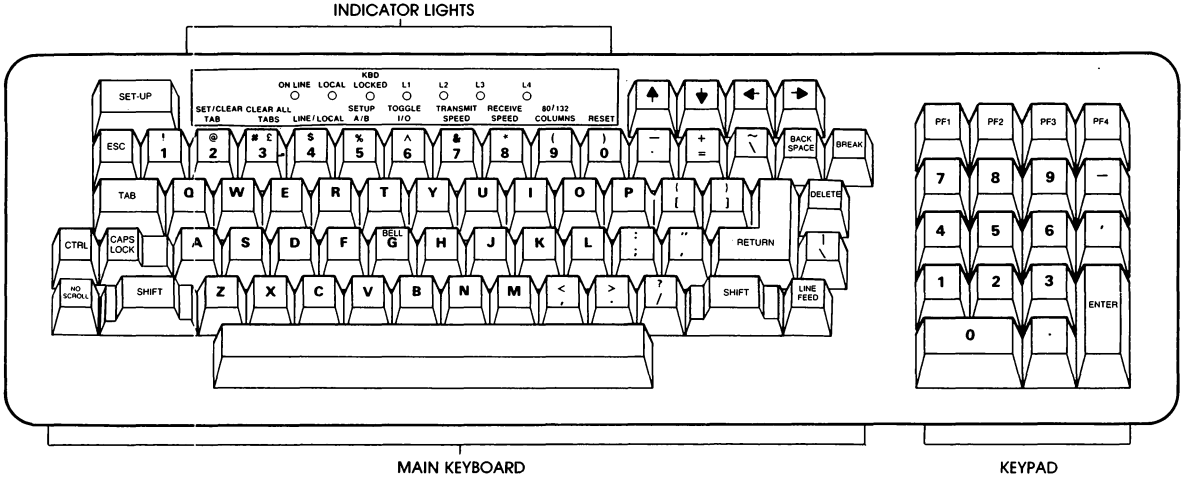


Figure 34-2 Example of Hard Copy Mode ESC L or ESC S Output

A

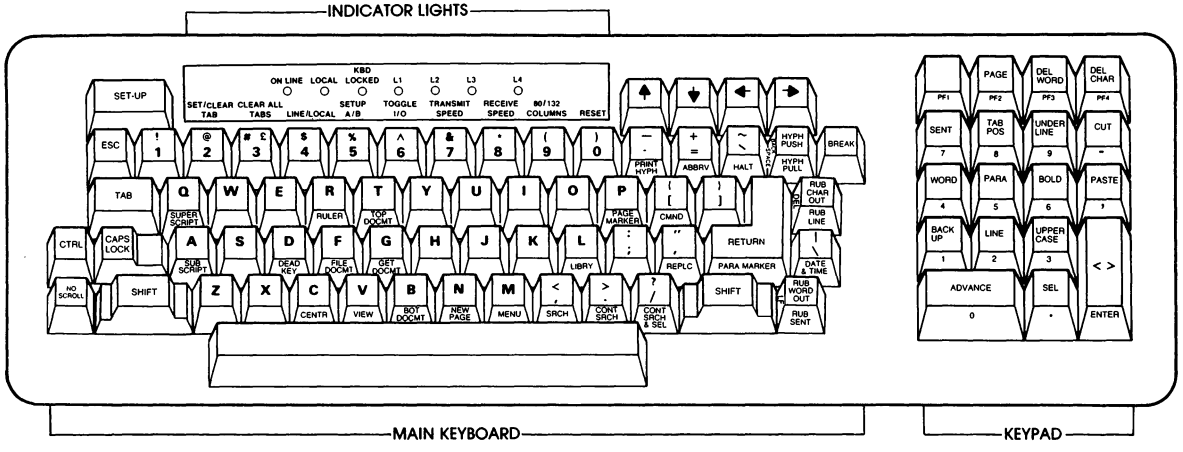
Keyboard Illustrations

This appendix contains illustrations of the VT100AA, VT100WA, VT100WW, LK201AA, and LK201BA keyboards.



MK-02063-00

Figure A-1 VT100AA Keyboard



MK-02064-00

Figure A-2 VT100WA Keyboard

Figure A-3 illustrates the keyboard variation of the VT100WW keyboard. The only difference between the VT100WW and VT100WA keyboards is the location of the RUB WORD OUT key and the backslash (\) key.

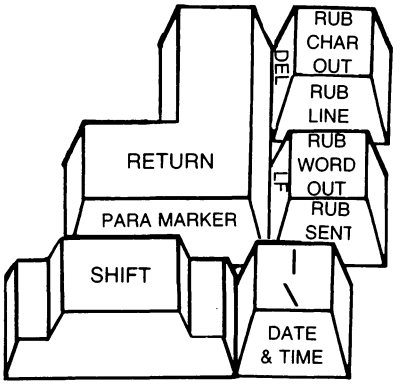


Figure A-3 VT100WW Keyboard Variation

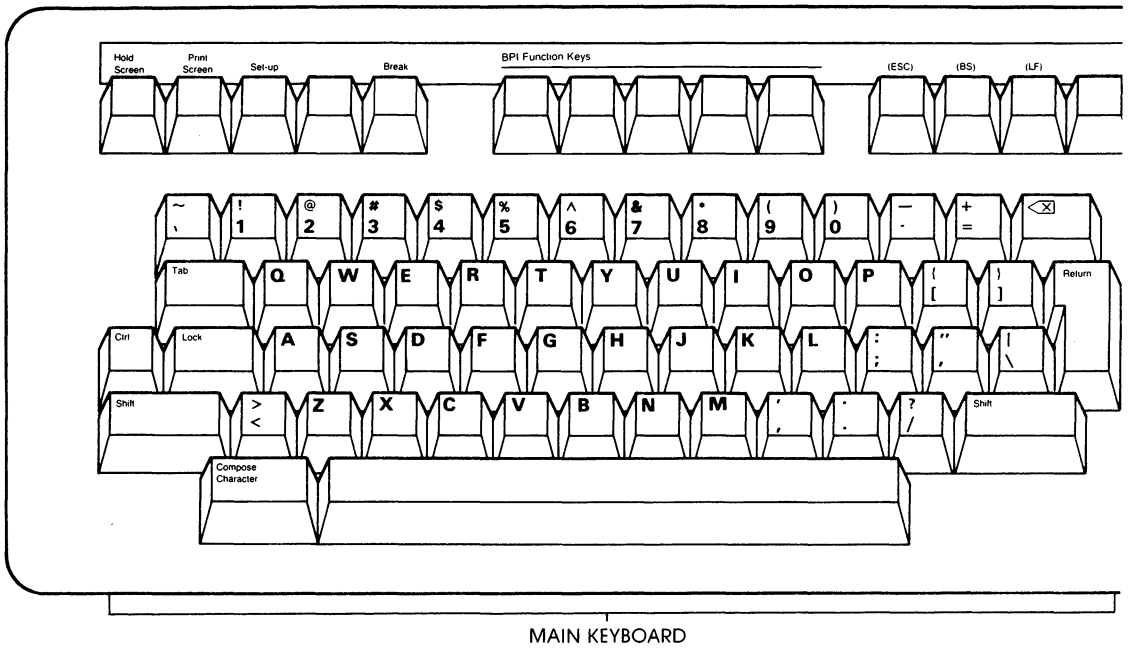
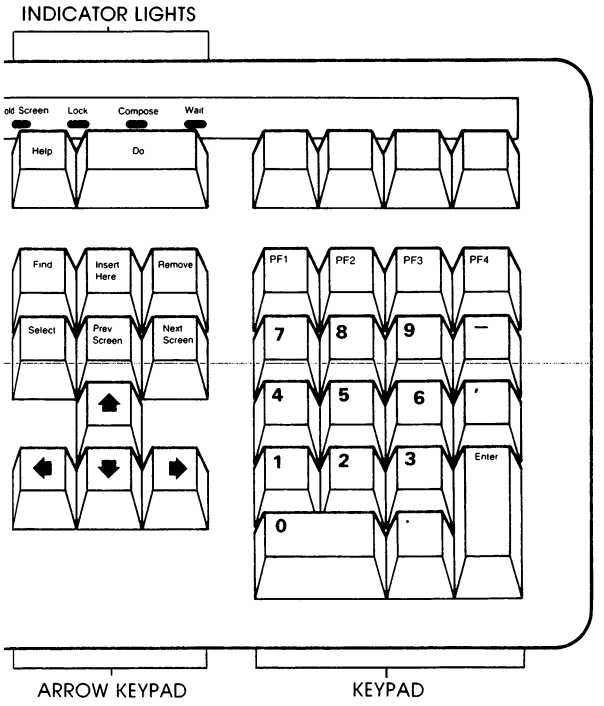


Figure A-4 LK201AA Keyboard


INDICATOR LIGHTS
old Screen
Lock
Compose
Wait
Help
Do
Find
Insert Here
Remove
Select
Prev Screen
Next Screen
PF1
PF2
PF3
PF4
7
8
9
–
4
5
6
,
1
2
3
Enter
0
.
ARROW KEYPAD
KEYPAD

MK-02066-00

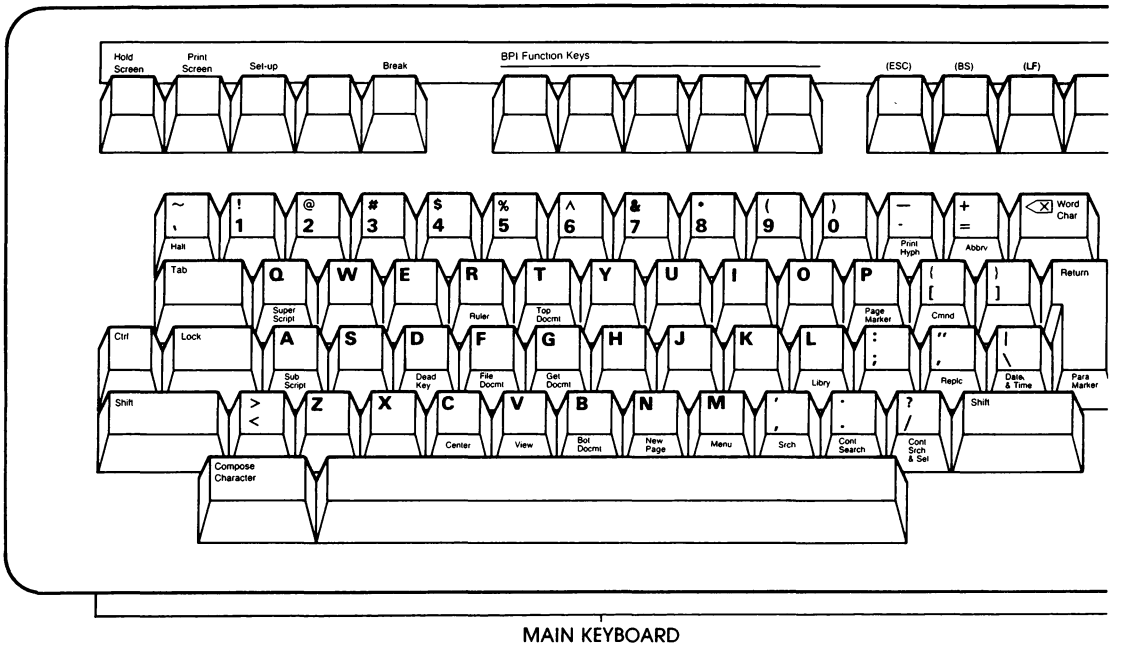
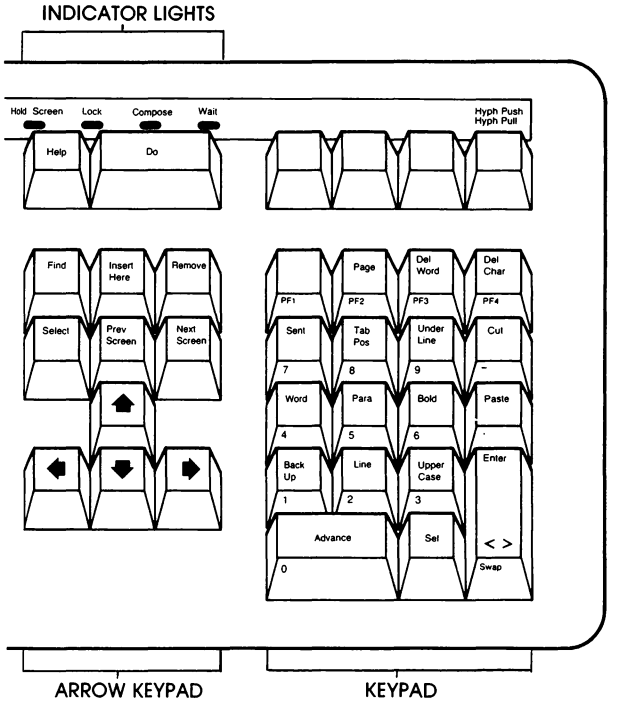


Figure A-5 LK201BA Keyboard


INDICATOR LIGHTS
Hold Screen
Lock
Compose
Wait
Hyph Push
Hyph Pull
Help
Do
Find
Insert Here
Remove
Select
Prev Screen
Next Screen
PF1
PF2
PF3
PF4
Page
Del Word
Del Char
Sent
Tab Pos
Under Line
Cut
7
8
9
-
Word
Para
Bold
Paste
4
5
6
,
Back Up
Line
Upper Case
Enter
1
2
3
Advance
Sel
< >
0
Swap
ARROW KEYPAD
KEYPAD

MK-02067-00

B

Additional Hints

This appendix contains miscellaneous information on performing tasks within ALL-IN-1.

Saving Your Screen Image

You can save the display that appears on your screen by copying it to the Scratch Pad.

To save your screen display:

Press Gold P.

ALL-IN-1 copies the display currently appearing on your screen to the Scratch Pad. You can use the options on the Scratch Pad menu to save the display in a file or create a paper copy of the display.

Using the Desk Calculator Short Form

You can access the Desk Calculator short form from anywhere in ALL-IN-1.

To access the Desk Calculator short form:

Press Gold #.

ALL-IN-1 displays the Desk Calculator short form. You can perform the same functions on this form as you can on the full-screen Desk Calculator form. Refer to the Calculations chapter in this book for information on using the Desk Calculator.

Getting Help on Menu Options

You can get help on menu options by entering the mnemonic for the option and then pressing Gold H. For example, to get help on the File Cabinet Management (FC) option on the Main Menu:

Enter FC then press Gold H.

ALL-IN-1 displays the Help screen for the File Cabinet Subsystem.

Entering Times and Dates

You enter a time into a field on a form in the format HH:MM, where HH represents the hour and MM represents the minutes. For example, to schedule a meeting beginning at half-past ten, enter 10:30.

You enter a date into a field on a form in the format DD-MMM-YYYY, where DD represents the date, MMM represents the month, and YYYY represents the year. For example, to schedule an appointment for the 20th of December 1984, enter 20-DEC-1984.

You can also enter a date with one of the set date commands. Table B-1 lists the set date commands. Refer to the section Specifying Date/Time Values in the *ALL-IN-1 Application Programmer's Reference, Volume 3: Applications* for more information on the set date command.

Table B-1 Set Date Commands

Value_Symbol	Example	Meaning
±[n]D	+2D, -4D	Move forward or back by "n" days.
±[n]W	+3W, -2W	Move forward or back by "n" weeks.
±[n]M	+3M, -M	Move forward or back by "n" months.
±[n]Y	+1Y, -Y	Move forward or back by "n" years.
symbol	6-Jun-1984	Move to the specified date.
YESTERDAY	YESTERDAY	Move to the day before the current system date.
TODAY	TODAY	Move to the current system date.
TOMORROW	TOMORROW	Move to the day after the current system date.
EOM	EOM	Move to the end of the month.

NOTE: Relative values (+M, -2D, and so on) are always relative to the current CALENDAR date not to the current system date.

You can stack multiple values. For example:

- TODAY +D +W

  This combination sets the calendar date to a week from tomorrow.

- +D +W

  This combination sets the calendar date to a week and a day after the current calendar date.

Changing the Header Information for a Document

You can change the header information for a document by using the Update Index Information option on the File Cabinet menu or by refiling the document with the Refile Document option on the File Cabinet menu. Refer to the File Cabinet chapter in this book for information on using these two options.

C

Document Transfer Between ALL-IN-1 and DECdx

DECdx (Document Transfer) is an optional software product. If your site has DECdx installed on your system, you can access DECdx from the Document Transfer Menu of ALL-IN-1.

DECdx lets you exchange documents between systems (see Figure C-1). DECdx preserves the format of your documents and lets you convert those documents for use as host files. DECdx also lets you transfer files from your VMS directory to a DECmate system.

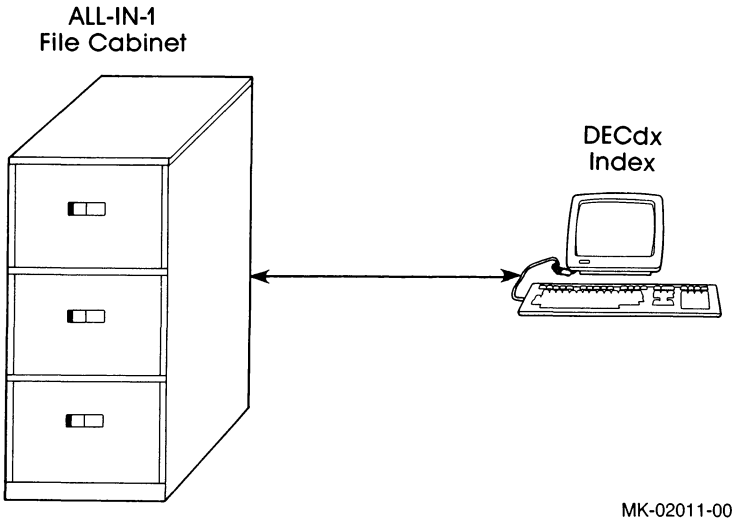


Figure C-1 Document Transfer Between ALL-IN-1 and the DECdx Index

The DECdx Index lists all the documents you have transferred using DECdx. The DECdx Index is very similar to the DECmate Index of Documents. The DECdx Index displays a document number, name, creation date, last modification date and time, and document size.

NOTE: The DECdx Index lists only those documents you have stored on the host using DECdx or the ALL-IN-1 Send a Document to DX Index option. It does not list your VMS files.

When you are entering information on a menu or form:

- Press RETURN after entering an option from a menu, and after entering a response to a prompt.
- Press TAB to go to the next field on a form, and press BACKSPACE to go to the previous field on a form. Press RETURN after completing a form.
- Press EXIT SCREEN to return to the previous menu.
- Clear a field and press Gold L to see a list of valid entries for that field.
- Press Gold H to get Help.
- Press Gold I to display the Interrupt Menu.

Using DECdx from ALL-IN-1

If you have DECdx on your system, and want to use it from within ALL-IN-1, have your ALL-IN-1 system manager add the options listed in Table C-1 to the Document Transfer Menu.

Table C-1 DECdx Options

Use		To
RX	Receive a document from DX Index	Transfer a document from the DECdx Index to your ALL-IN-1 File Cabinet.
SX	Send a document to DX Index	Transfer a document from your ALL-IN-1 File Cabinet to the DECdx index.
XM	Go to DECdx Menu	Display the DECdx Menu.

Transferring a Document from the DECdx Index to ALL-IN-1

The Receive a Document from DX Index (RX) option lets you transfer a document from the DECdx Index directly to your ALL-IN-1 File Cabinet.

To transfer a document from the DECdx Index:

1 Enter RX.

2 Enter the DECdx document number and press RETURN.

OR

Press Gold L or Gold S to list the documents currently in the DECdx Index.

3 Enter a title and keywords in the appropriate form fields and press RETURN.

ALL-IN-1 displays the Receive from DX Index form. Enter the number of the document you want to transfer from the DECdx Index to your File Cabinet. If you do not know the number of the document, press Gold L or Gold S to display a list of the documents in the DECdx Index. When you press RETURN, ALL-IN-1 displays the Creating From DX Index form. The folder field contains the name of the current folder. If you want a different folder, press BACKSPACE to get to the Folder field, then press DELETE FIELD and enter another folder name. Enter a title for the document. Enter keywords, if you want. Press Gold A, if you want to change the information in the Author field, enter a handling format, or use a template document. If you use a template document, ALL-IN-1 merges it with the document from the DECdx Index.

When you press RETURN, ALL-IN-1 creates the folder, if it does not exist, creates the document in the folder, returns you to the Document Transfer Menu, and displays the folder name, document title, and document number in the Current Document Block.

Transferring an ALL-IN-1 Document to the DECdx Index

The Send a Document to DX Index (SX) option lets you transfer a document in your ALL-IN-1 File Cabinet directly to the DECdx Index. Use the Select option to choose the document you want to send to the DECdx Index.

To transfer a document to the DECdx Index:

Enter SX.

ALL-IN-1 sends the current document to the DECdx Index under the current title and gives it the next available document number. To find out what number the document was given, use the Go to DECdx Menu option and choose the Index option from that menu.

Once you copy the document to the DECdx Index, you can use any of the DECdx facilities to work with that document. Refer to your DECdx documentation for more information.

Getting Directly to the DECdx Menu

The Go to DECdx Menu (XM) option lets you go directly to the DECdx menu.

To get to the DECdx Menu:

Enter XM.

ALL-IN-1 displays the DECdx Menu. DECdx lets you run other applications that depend on documents processed by the DECdx product. Once you display the DECdx Menu, you can use any of the menu options. Refer to your DECdx documentation for a discussion of the DECdx Menu options.

If you are a new DECdx user, use the extensive help facility OLA (on-line assistance) to familiarize yourself with the system.

To leave the DECdx Menu and return to the ALL-IN-1 Document Transfer Menu, use the Finished using DECdx (F) option.

Glossary

account

The allocation of ALL-IN-1 facilities to each user. A user must have an account to use the *system*. Each user has a separate account, identified by a *user name* and a *password*.

action item

An activity the user schedules to be completed by a specific date.

Action Items

An *option* of the *Time Management menu*.

Action Item List

A list of outstanding actions, a task list, which are not scheduled in the *calendar*.

alphanumeric

Consisting of letters, numbers, or a combination thereof.

application

An *operation* or procedure using specific equipment or programs for a defined task, usually not part of the basic *VAX/VMS operating system*. For example, *Electronic Messaging* and *Desk Calculator* are ALL-IN-1 applications.

appointment

An activity the user schedules for a specific time and date but just on that user's calendar.

Arrow key

One of four keys that may be used to move the *cursor* up, down, left, or right.

ASCII

The American Standard Code for Information Interchange, a set of 8-bit binary numbers representing the alphabet, punctuation, numerals, and other special symbols used in *text* representation and *communications* protocol.

attachment

A *document* or *message* that is sent or forwarded as part of another document or message.

auto dial

A feature used when setting up a *communications* line to a *host* computer using a *modem*. The user types the host's phone number at the *keyboard* and ALL-IN-1 dials the number.

auto forward

An *option* of *Electronic Messaging* whereby the user can have incoming *mail* automatically sent to another *system* or *account* on the same system.

auto reply

An *option* of *Electronic Messaging* whereby the user can have a reply to incoming *mail* automatically sent to the originator of the *message*.

back up

To move the *cursor* toward the top of a *document*.

backup

An additional copy of documents or *software* made for safekeeping in case the original copy is accidentally damaged or destroyed.

batch processing

Method of processing in which all commands to be executed by the *operating system* and any *data* to be used as *input* to the commands are placed in a *file* and submitted to the *system* for execution.

block

A measurement of storage on a *disk* or a *diskette* equivalent to 512 characters.

bottom of document

The end of a *document*. Pressing Gold B, in the WPS-style editor, moves the user directly to the bottom of the document.

buffer

An area used to store *text* temporarily. For example, when the user presses the CUT key, selected text moves to a *paste buffer*, also known as a paste area, where it is stored until it is needed. (See also *cut* and *paste*.)

Business Applications

The ALL-IN-1 *subsystem* that contains applications that are specific to a user's business or profession.

Calculations

The ALL-IN-1 *subsystem* that allows the user to access the *Desk Calculator*.

Calculator Mode

The *operation mode* in the *Desk Calculator* that allows the user to perform simple arithmetic computations.

calendar

See *Time Management*.

calendar form

An ALL-IN-1 *form* that displays a *calendar* of the current month indicating scheduled appointments, meetings, reminders, and so on.

carriage return

An invisible *character* that forces all following *text* to the next line. This term is also known as RETURN. A carriage return character can be either system-supplied or operator-supplied and usually is not displayed on the *screen*.

CBI

See *Computer Based Instruction*.

center

To position a line of *text* an equal distance from the left and right margins. Produced by pressing Gold C. The user also may specify a typing position around which a typed line is to be centered.

centering point

A point in a *ruler*, indicated by C, around which the *text* on that line is centered.

character

A single letter, composite character, digit, or symbol, produced by pressing a key on the *main keyboard*.

Certain invisible markers that take up the same amount of storage space in a *document* as a single letter. For example, a *carriage return*.

character transmission (CX)

A *communications option* that transmits one *character* at a time among the *keyboard*, the *screen*, stored documents, and another computer, called the *host*.

choice

An ALL-IN-1 feature that lets the user enter a *word*, or part of a word, into a *field*. When the user presses Gold L or Gold S, ALL-IN-1 lists all entries beginning with or containing the characters the user entered.

command

An instruction typed by the user on the *keyboard* or included in a command procedure. A command asks the *software* to perform some predefined *operation*.

communications

The capability by which ALL-IN-1 sends and receives characters or documents to and from another computer *system*. The prefix tele- is sometimes used to indicate transmission over a longer distance, for example, by a telephone *link*.

Communications

The ALL-IN-1 *subsystem* that allows the user to communicate with other users on the *computer network* and to transfer documents between systems.

Communications Control

The ALL-IN-1 *subsystem* that allows the user to connect to and use systems other than the *system* running ALL-IN-1.

Computer Based Instruction (CBI)

Lessons the user can select from the *Main Menu* and complete at the user's own pace at the *terminal*. The lessons are presented in a step-by-step *format*.

Lessons are also available through the TR *option* from many of the *subsystem* menus.

computer network

An interconnection of computer systems, terminals, and *communications* facilities.

connection

A *link* from ALL-IN-1 to another computer *system*, such as another ALL-IN-1 system, enabling the systems to communicate with each other.

control document

An ALL-IN-1 *document* that contains commands to automate *Communications Control* procedures.

control key

The CTRL key on the *main keyboard* that, when pressed along with another key, performs a predefined function. For example, holding down the CTRL key and pressing W will cause ALL-IN-1 to *restore* the *terminal screen*.

copy

To make a duplicate of a *document*, *folder*, or *VMS file*.

create

An *option* that causes the *system* to know that a new *document*, *folder*, or other item is to be produced.

cross-file

The ALL-IN-1 *option* that allows the user to assign more than one *folder name* to a *document* or group of documents.

Current Action Item Block

On the *Action Items menu*, that portion of the *screen* that displays the date, class, and item of the *action item* that is available for editing, reading, printing, and so on.

Current Appointment Block

On the Appointments *menu*, that portion of the *screen* that displays the date and time of the *appointment* that is available for editing, reading, printing, and so on.

Current Document Block

On the *Word and Document Processing menu*, the portion of the *screen* that displays the name of the *folder* and the title and number of the *document* that is available for editing, printing, deleting, and so on.

Current Entry Block

On the Corporate Phone Directory *menu*, the Personal Phone Directory menu, and the ALL-IN-1 Phone Directory menu, the portion of the *screen* that displays the name, business telephone number, and personal telephone number of the entry that is available for editing, reading, printing, and so on.

Current Form Block

On the *Forms Development menu*, the portion of the *screen* that displays the name of the *form* library and the name of the form that is available for editing, printing, reading, and so on.

Current Meeting Block

On the Meetings *menu*, the portion of the *screen* that displays the date and time of the *meeting* that is available for editing, reading, printing, and so on.

Current Message Block

On the *Electronic Messaging menu*, the portion of the *screen* that displays the name of the *folder* and the title, number, and status of the *message* that is available for editing, printing, sending, and so on.

Current Module Block

On the *Programming Functions menu*, the portion of the *screen* that displays the name of the *folder* and the title and number of the *module* that is available for editing, printing, and so on.

Current Reminder Block

On the Reminders *menu*, that portion of the *screen* that displays the date and number of the *reminder* that is available for editing, reading, printing, and so on.

Current Task Block

On the *To-Do List menu*, that portion of the *screen* that displays the date and number of the To-Do List task that is available for editing, reading, printing, and so on.

cursor

A movable, flashing pointer on the *terminal screen* showing where the next *character* typed will appear. Some terminals *display* the cursor as an underline, some as a rectangular block.

cut

To remove a section of *text* from a *document* by using the CUT key. The text is placed into a *paste buffer* and can be reinserted into a document by using the PASTE key. See *paste*.

CX

See *character transmission.*

data

Facts, numbers, letters, and symbols stored in the computer *system.* Data can be thought of as the basic elements of information used, created, or otherwise processed by an *application program.* Examples of data are employee names, weekly deductions from salary, projected sales, and fuel consumption.

data base

A collection of organized *data* from which, for example, a computer generates reports or mailing lists.

DATATRIEVE

A *data* management language for defining, storing, updating, and displaying records from *RMS* data files. DATATRIEVE is a trademark of Digital Equipment Corporation.

Date and Time

ALL-IN-1 displays the current date and time when the user enters the *system.*

An editor function that inserts the current date and time into the *document* being edited.

default

The *account*, *device*, or setting ALL-IN-1 automatically uses unless the user specifies different values. For example, the first *ruler* ALL-IN-1 displays when the user creates a *document* is the default ruler.

Information that the *operating system* assumes as *input* if the information is not explicitly provided.

delete

To remove a *character* or *word* at or to the right of the *cursor*. Typically, delete keys are used to remove previously typed *text* from the *document*.

To remove a document, *file*, or *directory* from storage on a *disk* or *diskette*.

delivery receipt

A *mail message* sent by the ALL-IN-1 *system* to the originator of the message stating that the message has been sent to the specified addressees.

Desk Calculator

The ALL-IN-1 *application* that lets the user use the *keypad* as a pocket calculator. This application also lets the user perform more complex computations when in *Formula Mode*.

Desk Management

The ALL-IN-1 *subsystem* that lets the user manage daily office activities. The user can maintain a daily *calendar*, *display* the *date and time*, access both a personal and corporate phone *directory*, and compute figures with an *on-line* calculator.

device

The general name for any peripheral *hardware* or *link* connected to the *processor* that is capable of receiving, storing, or transmitting *data*; for example, printers, terminals, and *disk* drives.

DIGITAL Standard Runoff (DSR)

A *document* formatter used to prepare and highlight printed documents.

direction key

Any key that changes the direction in which the *cursor* moves, for example, BACKUP, ADVANCE, Left Arrow. (See also *Arrow key*.)

Directories

The ALL-IN-1 *subsystem* that allows the user to access the phone directories, the *Nickname Management* Subsystem, and the *Distribution List Management* Subsystem.

directory

A *VMS file* that is used to locate other files in storage. ALL-IN-1 is run from a library directory, and its *data* files are kept in a data directory. Each user is assigned a personal directory.

disk

A storage *device* consisting of one or more rigid, flat, circular plates housed in a plastic cartridge.

diskette

A flexible, flat, circular, magnetic medium permanently housed in a black plastic envelope. Also known as a floppy *disk*.

display

The *screen* of a video *terminal* or the images that are shown there. Also known as the CRT or cathode ray tube.

display a ruler

To *command* ALL-IN-1 to show the current *ruler* on the *screen* and allow its settings to be changed.

Display Register

An area on the *Desk Calculator form* into which the numbers the user enters and the results of the computations are placed.

distance key

Any one of the keys on the *keypad* that defines the distance the *cursor* can move in one *keystroke*.

Distribution List

A roster of people to whom the user frequently sends messages.

document

A *file* of *text* identified by a title and number and stored on *disk*. One document typically contains one typing job, such as a memo, letter, or report. The document is the basic unit of the ALL-IN-1 filing system and is always filed in a *folder*.

document destination

A *field* on the Printing Document *entry form* that determines which printer will *print* a selected *document*.

document number

A number ALL-IN-1 assigns to a new *document* when it is created.

document title

The name assigned to a *document* by the user who created it. Use this title, or the *document number*, to refer to the document.

Document Transfer

The ALL-IN-1 *subsystem* that allows the user to move documents between systems.

draft printer

Any printer that produces documents of lesser quality than a *letter quality printer*. Typically used for internal documents for which type quality is not a major factor.

DSR

See *DIGITAL Standard Runoff*.

edit

An ALL-IN-1 *option* that lets the user make changes to the current item.

To make changes to a *document*, *message*, and so on.

Editor Menu

A *menu* containing *options* relevant to editing. Invoked by pressing Gold M while creating or editing a *document*.

EDT Editor

DIGITAL's standard editing utility. A *program* that lets the user enter new information or correct existing information in ALL-IN-1 documents or *VMS* files.

Electronic Messaging

The ALL-IN-1 *subsystem* that allows messages and documents to be sent to and received from other users on the same or remote computer systems.

embed

To insert a *ruler* into a *document* by pressing *RETURN* after displaying the ruler.

entry form

An ALL-IN-1 *display* composed of one or more related fields that *prompt* the user for information about a selected *option*. The user then enters information into the various *form* fields.

erase

To remove characters from the *text*. Use the rubout keys to remove text to the left of the *cursor*. Use the *delete* keys to remove characters at and to the right of the cursor.

error message

Text displayed when an incorrect response is entered. The error message explains the problem and usually indicates what to do next.

Exit

The *option* on the *Main Menu* that lets the user leave ALL-IN-1.

EXIT SCREEN

The ADVANCE (zero) key on the *keypad* that cancels the task being performed and returns the user to the last *menu* used.

field

An area in a *form* that can change because of user *input* into the form or because of ALL-IN-1 actions. Fields are given attributes with the *FMS* Form Editor and are further defined with ALL-IN-1 field qualifiers.

field name

A label enabling both the user and the *system* to identify a particular *field.*

figure

A diagram or pictorial illustration.

file

To save a *document*, on a *disk*, for future use by pressing Gold F when the user has finished creating or editing the document.

A collection of logically related records or *data* treated as a single item and stored on a magnetic medium, such as a disk.

File Cabinet

The ALL-IN-1 *subsystem* that lets the user move documents among folders.

The place where ALL-IN-1 stores documents and messages.

filename

The sequence of *alphanumeric* characters assigned by the user to identify a *file* that can be read by both the *system* and the user.

filing

The act of storing the *data* or *document* in the electronic *File Cabinet.*

FMS

See *Forms Management System.*

folder

The unit of the ALL-IN-1 filing *system* that contains documents. There are two kinds of folders: personal and system. Personal folders are created and named by individual ALL-IN-1 users; system folders are created by ALL-IN-1 and cannot be deleted or renamed by the user. Some examples of system folders are *Inbox, Outbox*, and *Wastebasket.*

folder name

An optional *field* the user can include in a document's *header information* to specify a particular *folder.*

form

A *system* image that ALL-IN-1 displays to collect or show information the user needs to complete a *command.* This image is created with *FMS.* ALL-IN-1 has several types of forms. (See *entry form, menu form*, and *calendar form.*)

form field

The area of a *form* that is used to *display data* or to accept and display data *input* by the user.

format

The way information is arranged in a *form*, *document*, or *file*. In a document or *message*, the *page* arrangement as determined by rulers, spacing, and page breaks.

Forms Development

The ALL-IN-1 *option* that allows the user to *create* or *edit FMS* forms, to create FMS Form Language files, or to create *DATATRIEVE* definition files.

Forms Management System (FMS)

A set of *software* tools that simplify the development and maintenance of *application* programs involving formatted *input* and *output* to video terminals.

formula

A combination of operations in a logical computation in the *Desk Calculator application*.

Formula Functions

The mathematical functions in the *Desk Calculator*, such as ACOS, SIN, TAN, ATAN.

Formula Mode

In the *Desk Calculator*, the operating state that lets the user perform algebraic operations, such as finding the log (LOG) or square root (SQRT) of a number, or trigonometric functions, such as finding the cosine (COS) or arc sine (ASIN) of a triangle.

function key

Any key that causes the *system* to perform a function, such as clearing the *screen* or executing a *program*. Some function keys, such as DELETE, HYPH PUSH, and the arrow keys, have predefined actions.

Global Search-and-Replace

An editing step that locates every occurrence of a *word* or *phrase* defined by the user, deletes it, and in its place inserts new *text* also defined by the user. The contents of a *paste buffer* can be specified as the replacement text.

Gold key

The gold colored key, or PF1 key, on the *keypad*, which has an effect only when pressed before another key. For instance, if the user presses the Gold key and then the I key, ALL-IN-1 displays the *Interrupt Menu* on the *screen*.

hard copy

Anything printed on paper on a printer.

Hard Copy Mode

One of two modes in which ALL-IN-1 can operate. Instead of displaying forms, ALL-IN-1 displays prompts. (See also *Screen Mode*.)

hard return

A return or *carriage return* inserted by pressing the *RETURN* key.

hardware

The physical equipment in a computer *system*, for example, the central *processor*, terminals, printers, and *disk* drives.

header

Text that appears in the top *margin* of printed pages, such as a *document title*, *page* number, or date. Use *DIGITAL Standard Runoff* to *create* headers.

The control information prefixed in a *message text*, such as source or destination code or message type.

header information

Data that uniquely identifies a *document* or *message* in the ALL-IN-1 *File Cabinet*. Header information can include a *document title*, subject, author, *folder name, document number*, keywords, and creation date.

Help

Messages displayed on the *terminal screen* that provide information on how to use applications and other *system* services. It is accessed by pressing Gold H.

highlight

To *center*, underline, bold, or capitalize *text* in a *document*.

host

Another computer *system* that communicates with the ALL-IN-1 system.

Inbox

In the *Electronic Messaging* Subsystem, the *folder* where received messages are held until they are read.

Index

An ALL-IN-1 *option* that displays a list of all the documents stored in the user's *File Cabinet* or in a specified *folder*.

Information Management

The ALL-IN-1 *subsystem* that lets the user access the *Calculations*, *Communications*, and *Directories* subsystems.

input

To enter information into ALL-IN-1, usually at a *form field*.

Information provided by the user that is read by a *program*.

insert

To place new *text* in a *document*.

interactive

To communicate directly with the computer by typing commands at the *keyboard*.

Interrupt Menu

A *menu* that is invoked by pressing Gold I from anywhere in the ALL-IN-1 *system*.

invoke

To call features or menus to the *screen*.

To start an ALL-IN-1 *application*.

justify

To *print* a *document* with a straight *right margin* so that the last *character* on each line falls in the same column position.

keyboard

The part of the *terminal* on which the user types instructions and *text*. The keyboard consists of the *main keyboard* and the *keypad*.

keypad

The smaller set of keys on the *keyboard* containing the editing keys.

keystroke

A single stroke of a key on the *keyboard*; pressing a single key or combination of keys, as in Gold L.

keyword

A *word* or part of a word used when displaying a selective index of documents.

laser printer

A type of *letter quality printer* that places characters on the paper by means of a laser instead of a print wheel.

left margin

The column position marking the start of each line.

letter quality printer (LQP)

Any printer that produces printed copy comparable in quality to that of a typewriter.

link

The connection between two computers; the connection between the *terminal* and the *host* computer.

list form

An ALL-IN-1 *form* from which the user chooses an entry for the current *field.*

log in

To perform the necessary actions at a *terminal* that identify the user to the ALL-IN-1 *system.*

To perform a sequence of actions at a terminal that establishes a user's interactive *link* with the *operating system* and sets up *default* characteristics for the user's terminal session.

log out

To perform the necessary actions at a *terminal* that end the user's *interactive* communication with the *operating system.*

LQP

See *letter quality printer.*

mail

See *Electronic Messaging.*

mailbox

See *Inbox* and *Outbox*.

main keyboard

The set of keys on the *keyboard* that looks like a typewriter keyboard.

Main Menu

The initial ALL-IN-1 *menu* from which the user may choose from among many *options*. (The user's *default* menu when first entering ALL-IN-1.)

margin

The space between the edge of the paper and the main body of the *text* on the *page*.

meeting

An activity the user schedules for a specific time and date that involves more than one user.

Memory Register

An area on the *Desk Calculator form* into which the user may place the results of computations for use with other computations.

menu

A displayed list of available *options* or choices associated with an ALL-IN-1 *subsystem*.

message

In the *Electronic Messaging* Subsystem, *text* that can be sent to or is received from other ALL-IN-1 users. A message is a type of *document* and is treated as such by the *File Cabinet*.

mode

One of two or more possible operating states within an ALL-IN-1 *application*. For example, the *Desk Calculator* can operate in either *Calculator Mode* or *Formula Mode*.

modem

A *communications device* that allows transmission of computer *data* over telephone lines.

module

A portion of a *program* or program library, as in a source module, object module, or image module.

nesting

To include a *User Defined Process* inside of another.

network

A collection of individual computer systems linked together by *communications* lines allowing them to transmit *data* to each other.

NEW PAGE marker

A *character* that forces all *text* following it to the top of the next printed *page*; generally placed in a *document* at the start of a new chapter or section.

NEXT SELECTION key

The SEL (.) key on the *keypad* that lets the user *display* the name of the next *document* in a list of selected documents compiled using the *Index* (I) *option* on most of the ALL-IN-1 *subsystem* menus.

Nickname Management

The ALL-IN-1 *subsystem* that allows the user to *create* and maintain a list of nicknames for use as addressees in *Electronic Messaging* and *Time Management*.

node

An individual computer *system* in a *network* that can communicate with other computer systems in the same network.

numeric

Consisting of only numbers. (See also *alphanumeric*.)

on-line

Information that exists on the computer *system* and is accessible while the user is logged on.

operating system

The *software* that supports or complements the *hardware*, as by keeping track of the *input* and *output* of *data*, or executing programs or applications. (See also *VAX/VMS operating system*.)

operation

The performance of a specific process or activity, for example, sending *mail*.

options

A list of the user's possible choices appearing on a *menu* within ALL-IN-1.

Outbox

In *Electronic Messaging*, the *folder* where messages created by the user reside after they are sent.

output

The results produced by ALL-IN-1 in the form of a visual *display*, a *printout*, or a *file*.

overlay

The displayed *form* that replaces a portion of a previous *display*.

overstrike

To superimpose a *character* on top of the current character. This erases the current character.

overwrite

To put *text* in a *document*, replacing whatever text was there before. When a user files a document at the end of an editing session, ALL-IN-1 overwrites the previous version of the document.

page

The part of a *document* that will be printed on one sheet of paper.

page break

To divide the *text* of a *document* into pages, either manually or automatically, using ALL-IN-1.

page end

Anything that determines where one *page* ends and another begins. (See *PAGE marker* and *NEW PAGE marker.*)

PAGE marker

A marker in a *document* that tells ALL-IN-1 to begin printing on the next *page*.

page size

The total number of single-spaced lines of *text* that can fit on a piece of paper.

paper copy

See *hard copy*.

paper mail

See *hard copy*.

paragraph

Text preceded or followed by two or more RETURNs or a paragraph marker.

paragraph indent marker

A marker on a *ruler* that determines at what column a *paragraph* will begin.

password

A string of characters that, in conjunction with other information such as the user's name, uniquely confirms the user's identity to the *system*. Must be *input* when the user logs in to the computer.

paste

To insert the contents of a *paste buffer* into the *document* being typed or edited by pressing PASTE. First, *text* must be *cut* into a paste buffer.

paste buffer

See *buffer*.

phrase

A group of words shorter than a *sentence*. ALL-IN-1 recognizes a phrase if it is terminated by a punctuation mark or a line termination marker.

print

To direct ALL-IN-1 to produce a *hard copy* of a *document*.

print priority

A setting controlling the order in which documents waiting to *print* will be printed. (See also *priority*.)

print queue

The list of documents waiting to be printed.

print settings

Settings that control the manner in which a *document* is printed, such as the printer *margin* and the pitch.

printer port

The connection on a *terminal* that allows a printer to be connected directly to the terminal.

printout

See *hard copy*.

priority

The order in which documents are printed or programs are processed. Documents with high priority will be processed first; documents with low priority will be processed last. (See also *print priority*.)

privilege

Values that determine the *system* resources the user can access. In ALL-IN-1 privileges are based on the values of *User Profile* fields.

processor

The functional part of the computer *system* that reads, interprets, and executes *software* programs.

Profession Specific

The ALL-IN-1 *subsystem* that lets the user place personal or unique programs or applications on the Profession Specific *menu* and then access them from that menu.

program

The complete sequence of instructions and *data* necessary for the computer to perform a desired *operation*.

Program Development

The ALL-IN-1 *subsystem* that allows the user to access development tools. An interface for developing applications to integrate into or run independently of the ALL-IN-1 *system*.

Programming Functions

An ALL-IN-1 *subsystem* that allows the user to *create* and *edit application* programs.

prompt

A message ALL-IN-1 displays indicating the user must enter *text* or a *command*, or answer a question.

queue

See *print queue*.

Read

An ALL-IN-1 *option* that allows the user to view a *document*, *message*, or *Time Management* item, but not to make changes to it.

Read Receipt

A *mail message* sent by the ALL-IN-1 *system* to the originator of the message stating that the message has been read by the specified addressee.

record

A set of related *data* that a *program* treats as a unit.

Record Management Services (RMS)

A set of *operating system* procedures called by programs to process files and records within files.

reminder

An activity the user schedules to occur on a specific date but without a specific time assigned to it.

replace

To make ALL-IN-1 *delete* selected *text* in a *document* and insert the text in the *paste buffer* in its place. (See also *Global Search-and-Replace*.)

response time

The time ALL-IN-1 requires to perform an *operation*.

The elapsed time between the generation of the last *character* of a *message* at a *terminal* and the receipt of the first character of the reply.

restore

To return to a previous condition.

To copy *backup data* to recover the contents of a *file*.

RETURN

See *carriage return*.

right margin

The column position at which the last *character* of each line may appear.

RMS

See *Record Management Services*.

ruler

The marker that defines the margins, tabs, indents, and vertical line spacing of all *text* following it. Any number of rulers may be placed in a *document*.

RUNOFF

See *DIGITAL Standard Runoff*.

screen

The *display* area of the *terminal*.

Screen Mode

One of two modes in which ALL-IN-1 can operate. Instead of displaying prompts, ALL-IN-1 displays forms. (See also *Hard Copy Mode*.)

scroll

To move forward or backward through a *document*, moving *text* up or down on the *screen* as though it were a scroll of paper; also, moving text left and right across screen windows.

search

To make ALL-IN-1 find a particular *word* or *phrase* in a *document* and place the *cursor* at its start.

select

To choose a *menu* item by entering the appropriate *character* or characters.

Send

An ALL-IN-1 *option* that allows the user to transfer documents or messages to another user or *system*.

sentence

Text followed by a period, question mark, exclamation point, *RETURN*, or *PAGE marker*.

Setup

A *File Cabinet document* that is placed in the editor before the user begins editing. Setups are usually MERGE templates that allow symbol substitution and other preprocessing.

SET-UP key

The key on the *main keyboard* that allows the user to change the characteristics of the *terminal*.

software

The entire set of programs, procedures, and related documentation associated with a computer *system*; computer programs.

stored print settings

A set of *print* settings saved for later use.

stored ruler

Ruler settings saved for later use.

subsystem

An ALL-IN-1 *application* that can perform many functions; for example, *Desk Management* (DM) and *Electronic Messaging* (EM).

swap

To exchange or transpose the *character* at the *cursor* with the one to its right.

system

An entire ALL-IN-1 *system*, including the central *processor*, its *software*, terminals, printers, storage units, and other devices under its control.

system manager

The person responsible for the operation of an ALL-IN-1 *system*, the allocation of user accounts, and maintenance of the system files. Also responsible for the *VAX/VMS operating system*.

tab

To move the *cursor* a predetermined number of spaces across the line.

To move the cursor to the next *field* on an *entry form*.

tab stop

A *character* the user inserts into the *ruler*, which indicates where the *cursor* will move in the *text* when the TAB key is pressed.

table of contents

List of the chapters and subheadings contained in a *document*.

terminal

A *device* for entering information to and receiving information from ALL-IN-1, consisting of a *keyboard* and either a video *screen* or a printer.

text

The words, characters, numbers, and information that constitute a *document* or other item the user creates.

TIME

An ALL-IN-1 *option* that displays the current date and time.

Time Management

The ALL-IN-1 *subsystem* that lets the user maintain a daily *calendar* of appointments, meetings, action items, and reminders, and maintain a personal *To-Do List*.

To-Do List

A list of items the user wants to complete but which are not scheduled for a specific date.

top of document

The beginning of a *document*. Pressing Gold T, in the WPS-style editor, moves the user directly to the top of the document.

Training

The ALL-IN-1 *subsystem* that accesses the *CBI*. (See also *Computer Based Instruction*.)

type

Enter *text* into a *document* or *message*.

UDP

See *User Defined Process*.

User Defined Process (UDP)

A set of steps an ALL-IN-1 user defines and stores for future use; may include commands, keystrokes, and *text*.

user name

The name a user types on a *terminal* to *log in* to the *system*.

User Profile

The ALL-IN-1 accounting *file*. Each ALL-IN-1 user is identified by an entry in the User Profile. These entries contain personal context information and *privilege* settings.

User Setup Parameters

The ALL-IN-1 *subsystem* that allows the user to modify that user's *User Profile*.

VAX/VMS operating system

The set of programs that manages the resources of a VAX computer to provide efficient computer *operation*.

VMS

Virtual Memory System; the VAX *operating system*. (See *VAX/VMS operating system*.)

VMS filename

The name of a *file* in the user's VAX/VMS *directory*.

Wastebasket

An ALL-IN-1 *folder* into which documents deleted from the user's ALL-IN-1 *File Cabinet* are placed.

word

To ALL-IN-1, a word is any group of visible characters separated by one of the following: a space, a *RETURN*, a *tab*, a *paragraph* marker, a *PAGE marker*, or a *NEW PAGE marker*.

Word and Document Processing

The ALL-IN-1 *subsystem* that lets the user *create, display, edit*, and/or *print* documents. The user also can list and search for documents in the *File Cabinet*.

word processing system

A *software system* that processes *text* performing such functions as text editing, paragraphing, paging, left and right justification, rearrangement of lines, and printing. Also called a word processor.

word wrap

The automatic dropping to the next line of any *word* a user types if it extends past the *right margin* of the *text*.

workstation

The user's ALL-IN-1 *terminal* and *keyboard* connected to a VAX computer *system*; also may include a printer.

WPS editor

An editor designed for editing documents that were created on a *word processing system*.

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